



**General Fund**  
**Enterprise Business System**  
**(GFEBS)**

**SOF vs. TB Reconciliation Instructions  
Guide**  
**How to Run Reports in the Background**  
**July, 2012**

# Purpose of Running Background Reports

General Fund  
Enterprise Business System  
(GFEBS)

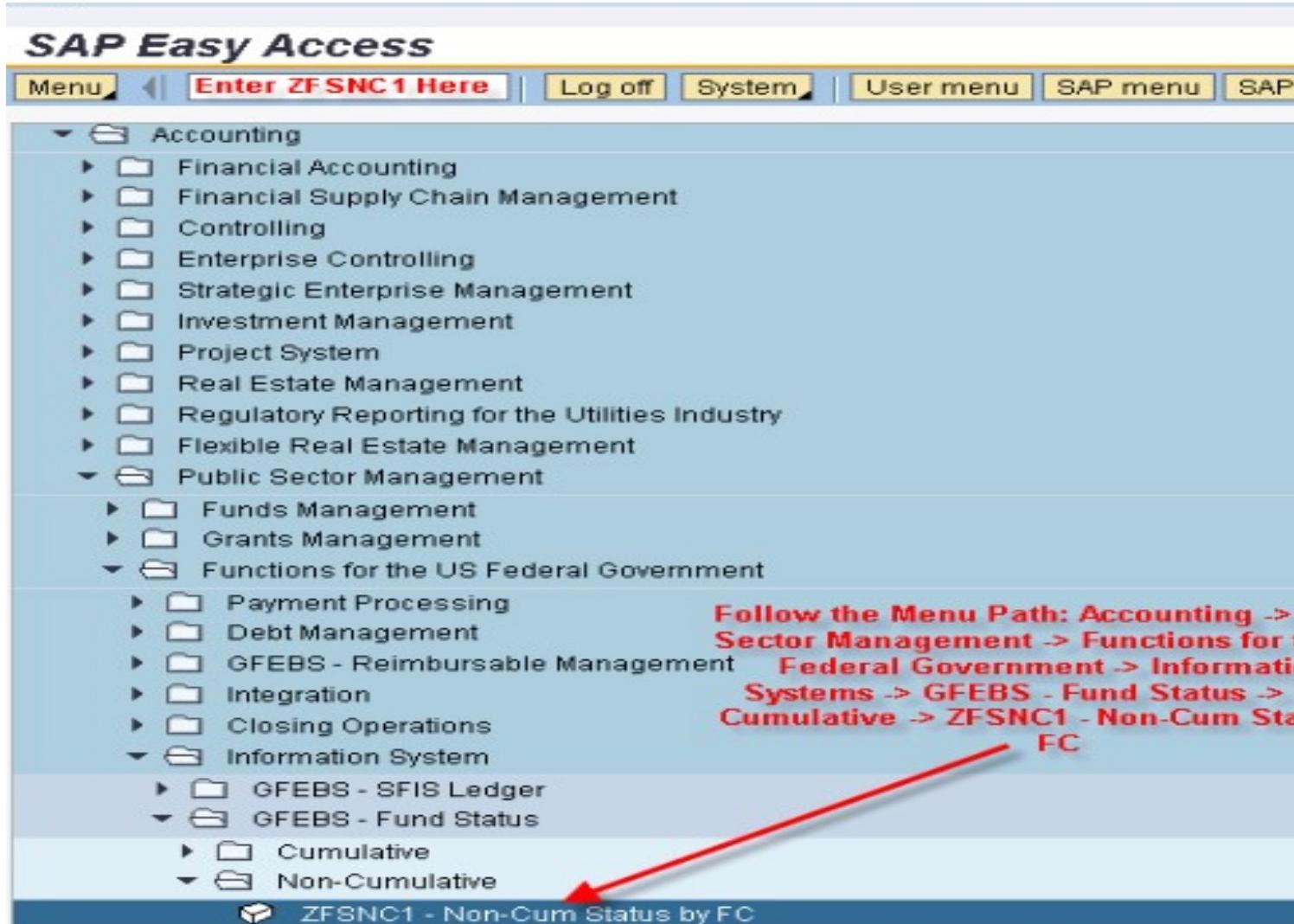
**For Trial Balance and Status of Funds Reports, executing in the foreground may time-out due to time of running reports and system usage at that time. To enable you to have your report run and not time out, people running reports may use this option to “run in the background” which will enable the reports to run without the time-out error.**

*Note: There is step-by-step instructions in the “notes” section of the PowerPoint. Please review the “notes” section for more detail.*

# **TC ZFSNC1 - (Non-cumulative Status of Funds Report - by FC)**

*Use either the menu path or enter the T-Code to enter the Non-Cum SOF Report*

**General Fund**  
**Enterprise Business System**  
**(GFEBS)**



# Non-Cum - TC ZFSNC1 cont'd

**Non-Cum Status by FC: Selection**

Menu | Save as Variant... | Back | Exit | Cancel | System | Execute | Get Variant... | Variation | Currency Translation | Output Parameter

**Selection values**

Financial Management Area	Army
From Fiscal Year	2012
To Fiscal Year	2012
From Period	1
To Period	12

Enter Selection Criteria into the appropriate box.  
*Note: To Period should be the ending period for which you want to search. ie: If you want to do a quarter end report for the 1st quarter, use 3 for Dec.*

**Selection groups**

Fund	<input type="text"/>	<input type="text"/> to <input type="text"/>	<input type="button" value="&gt;"/>
Or value(s)	<input type="text"/>	<input type="text"/>	<input type="button" value="&gt;"/>
Funds Center	<input type="text"/>	<input type="text"/>	<input type="button" value="&gt;"/>
Or value(s)	<input type="text"/>	<input type="text"/> to <input type="text"/>	<input type="button" value="&gt;"/>
Functional Area	<input type="text"/>	<input type="text"/>	<input type="button" value="&gt;"/>
Or value(s)	<input type="text"/>	<input type="text"/> to <input type="text"/>	<input type="button" value="&gt;"/>
Funded Program	<input type="text"/>	<input type="text"/>	<input type="button" value="&gt;"/>
Or value(s)	<input type="text"/>	<input type="text"/> to <input type="text"/>	<input type="button" value="&gt;"/>

# Non-Cum - TC ZFSNC1 cont'd

## Non-Cum Status by FC: Selection

Menu | Save as Variant... | Back | Exit | Cancel | System | Execute | Get Variant... | Variation | Currency Translation | Output Paramet

### Selection values

Financial Management Area

Army

From Fiscal Year

2012

To Fiscal Year

2012

Click inside text box and click on the double square box that appears to open search box.

From Period

1

To Period

12

### Selection groups

Fund

to



Or value(s)

Funds Center

Or value(s)

Functional Area

Or value(s)

Funded Program

Or value(s)

to

to

to

to



# Non-Cum - TC ZFSNC1 cont'd

**Non-Cum Status by FC: Selection**

Menu Save as Variant... Back Exit Cancel System Execute Get Variant... Variation Currency Translation Output Parameter

Selection values

Fund (1)

Search Criteria

Category: Search Using Name

Name:

Description:

FM Area:

Fund:

Maximum No. of Hits:  1) Change Max No. of Hits to 9999

2) Click Start Search

# Non-Cum - TC ZFSNC1 cont'd

**Non-Cum Status by FC: Selection**

Menu | Save as Variant... | Back | Exit | Cancel | System | Execute | Get Variant... | Variation | Currency Translation | Output Para

Fund (1)

Search Criteria

Find...

FM Area	Fund	Name	Description
ARMY	<b>01001A1D09</b>	Operation and Mainte	Operation and Mainte
ARMY	<b>01001A1D11</b>	Operation and Mainte	Operation and Mainter
ARMY	<b>01001A1D12</b>	OM DEF-WIDE	Operations & Maintena
ARMY	<b>01001C1D09</b>	Operation and Mainte	Operation and Mainter
ARMY	<b>01001C1D10</b>	Operation and Mainte	Operation and Mainter
ARMY	<b>01001C1D11</b>	Operation and Mainte	Operation and Mainter
ARMY	<b>01001C1D12</b>	OM DEF-WIDE	Operations & Maintena
ARMY	<b>01001J1D10</b>	OMD	CIVILIAN MILITARY PR
ARMY	<b>01001J1D11</b>	OMD	Civilian Military Progra
ARMY	<b>01001J1D12</b>	OM DEF-WIDE	Operations & Maintena
ARMY	<b>01001R1A10</b>	OMD	FAMILY ADVOCACY PF
ARMY	<b>01001R1D09</b>	OMD	Operations&Maintenance
ARMY	<b>01001R1D10</b>	OMD	OPERATIONS & MAIN
ARMY	<b>01001R1D11</b>	OMD	Family Assistance Pro
ARMY	<b>01001R1D12</b>	OMD	Family Assistance Pro
ARMY	<b>01001S1D09</b>	OMD	Transition Assistance

895 Entries found

Double Click the 1st Fund Displayed

# Non-Cum - TC ZFSNC1 cont'd

**Non-Cum Status by FC: Selection**

Menu | Save as Variant... | Back | Exit | Cancel | System | Execute | Get Variant... | Variation | Currency Translation | Output Param

**Selection values**

Financial Management Area	Army
From Fiscal Year	2012
To Fiscal Year	2012
From Period	1
To Period	12

**Selection groups**

Fund	<input type="text"/>	<input type="button" value=""/>		
Or value(s)	01001A1D09	to	<input type="button" value=""/>	
Funds Center	<input type="text"/>	<input type="button" value=""/>		
Or value(s)	<input type="text"/>	to	<input type="button" value=""/>	
Functional Area	<input type="text"/>	<input type="button" value=""/>		
Or value(s)	<input type="text"/>	to	<input type="button" value=""/>	
Funded Program	<input type="text"/>	<input type="button" value=""/>		
Or value(s)	<input type="text"/>	to	<input type="button" value=""/>	

**Click inside text box and click on the double square box that appears to open search box**



# Non-Cum - TC ZFSNC1 cont'd

**Non-Cum Status by FC: Selection**

Menu Save as Variant... Back Exit Cancel System Execute Get Variant... Variation Currency Translation Output Parameter

Selection values

Fund (1)

Search Criteria

Category: Search Using Name

Name:

Description:

FM Area:

Fund:

Maximum No. of Hits:  1) Change Max No. of Hits to 9999

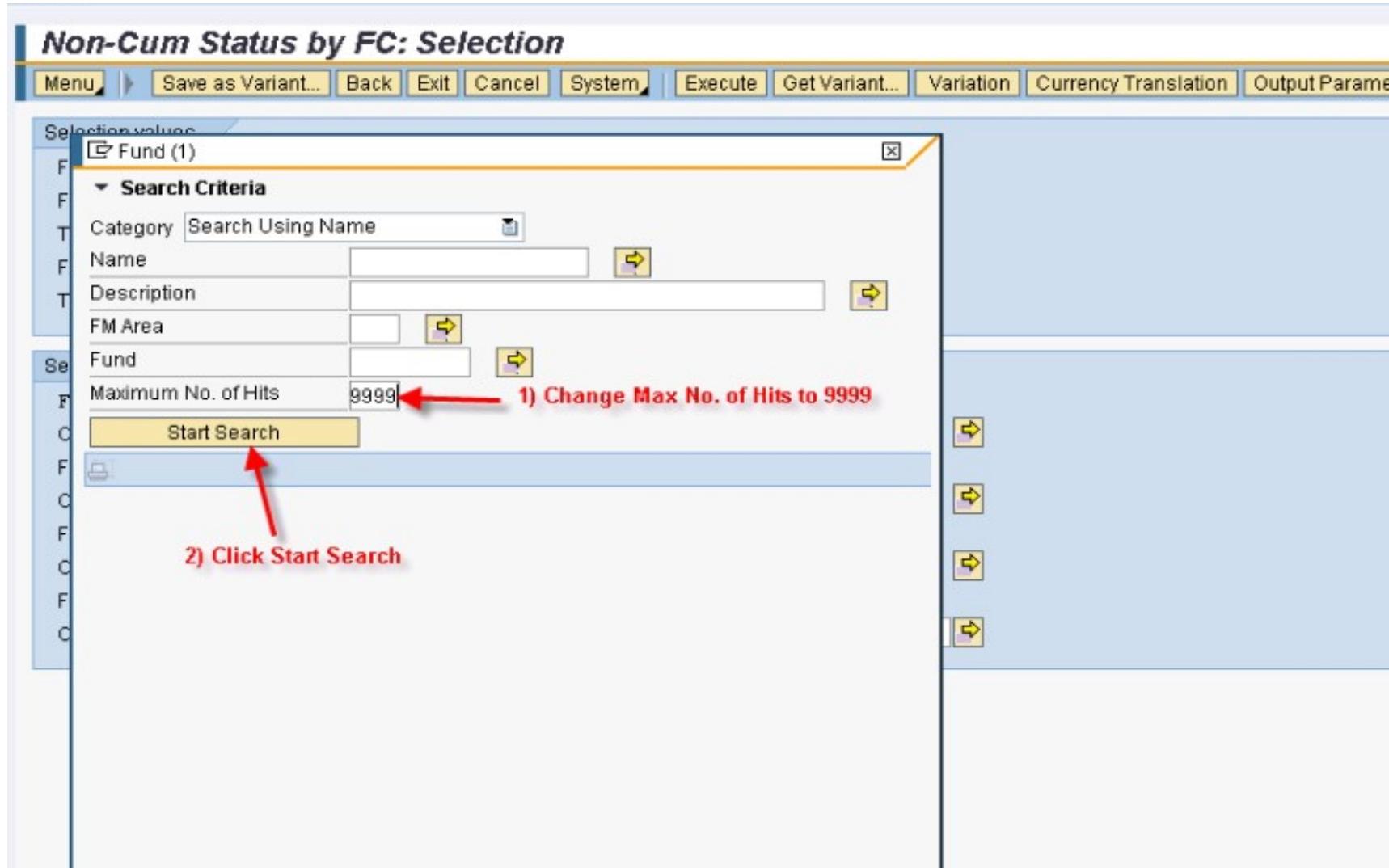
2) Click Start Search

Print

Print

Print

Print



# Non-Cum - TC ZFSNC1 cont'd

**Non-Cum Status by FC: Selection**

Menu Save as Variant... Back Exit Cancel System Execute Get Variant... Variation Currency Tra

Fund (1)

Search Criteria 3) Click the Green Check to continue

FM Area	Fund	Name	Description
ARMY	8242YEXTXX	FOREIGN MIL SALES	FMS YE YEMEN
ARMY	833771XRXX	Kuwait	Kuwait
ARMY	833772XRXX	Japan	Japan
ARMY	833773XRXX	Korea	Korea
ARMY	833774XRXX	Qatar	Qatar
ARMY	833775XTXX	Host Nation Support	Army-Host Nation Sup
ARMY	8927X0RXX	ARMY GEN GIFT FUND	Army General Gift Fun
ARMY	8927X0T12	ARMY GEN GIFT FUND	Army General Gift Fun
ARMY	8927X0TXX	ARMY GEN GIFT FUND	Army General Gift Fun
ARMY	9971X0D10	OTHER DOD TR FNDS	Army General Gift Fun
ARMY	9971X0D11	OTHER DOD TR FNDS	Army General Gift Fun
ARMY	9971X0D12	OTHER DOD TR FNDS	Army General Gift Fun
ARMY	<b>CAVC</b>	CAVC	1% Subseq. Posting It
ARMY	<b>COST</b>	COST (GCSS-Army)	COST (GCSS-Army)
ARMY	<b>ZCITEDTS</b>	DTS Direct Cite TFOs	DTS Direct Cite - Tran:
ARMY	<b>ZCITEZTFO</b>	Direct Cite for TFOs	Direct Cite - Transacti

897 Entries found

1) Scroll to the bottom of the list  
2) Select Fund CAVC  
3) Click the Green Check to continue

# Non-Cum - TC ZFSNC1 cont'd

## Non-Cum Status by FC: Selection

Menu | Save as Variant... | Back | Exit | Cancel | System | Execute | Get Variant... | Variation | Currency Trans

Selection values

Financial Management Area	ARMY
From Fiscal Year	2012
To Fiscal Year	2012
From Period	1
To Period	12

Enter YOUR funds center(s) in the two text boxes below. In the first box, enter just your fund center (ex: A76). In the second box, enter the last fund center your searching for followed by "ZZ". (ex: A76ZZ)

Selection groups

Fund	01001A1D09	co	CAVC	<input type="button" value="&gt;"/>
Orvalue(s)				<input type="button" value="&gt;"/>
Funds Center				<input type="button" value="&gt;"/>
Orvalue(s)	Type FC Here	<input type="checkbox"/> to	Type FC + "ZZ" Here	<input type="button" value="&gt;"/>
Functional Area				<input type="button" value="&gt;"/>
Orvalue(s)				<input type="button" value="&gt;"/>
Funded Program				<input type="button" value="&gt;"/>
Orvalue(s)				<input type="button" value="&gt;"/>

**Type FC Here**  to **Type FC + "ZZ" Here**

# Direct Funds - TC ZFSNC1 cont'd

General Fund  
Enterprise Business System  
(GFEBS)

## Non-Cum Status by FC: Selection

Menu | Save as Variant... Back Exit Cancel System Execute Get Variant... Variation Currency Translation Output Parameters... Data Source... Extract Parameter

Selection values

Financial Center:  Extract Parameters

From  To Fiscal Year:  From  To Period:

Select Fund:  Fund Value:  Fund Function:  Or value:

Mode

Do not create extract  
 Create extract

2) Click "Create Extract"

Extract Parameters

Description: **3) Enter Extract Name Here**

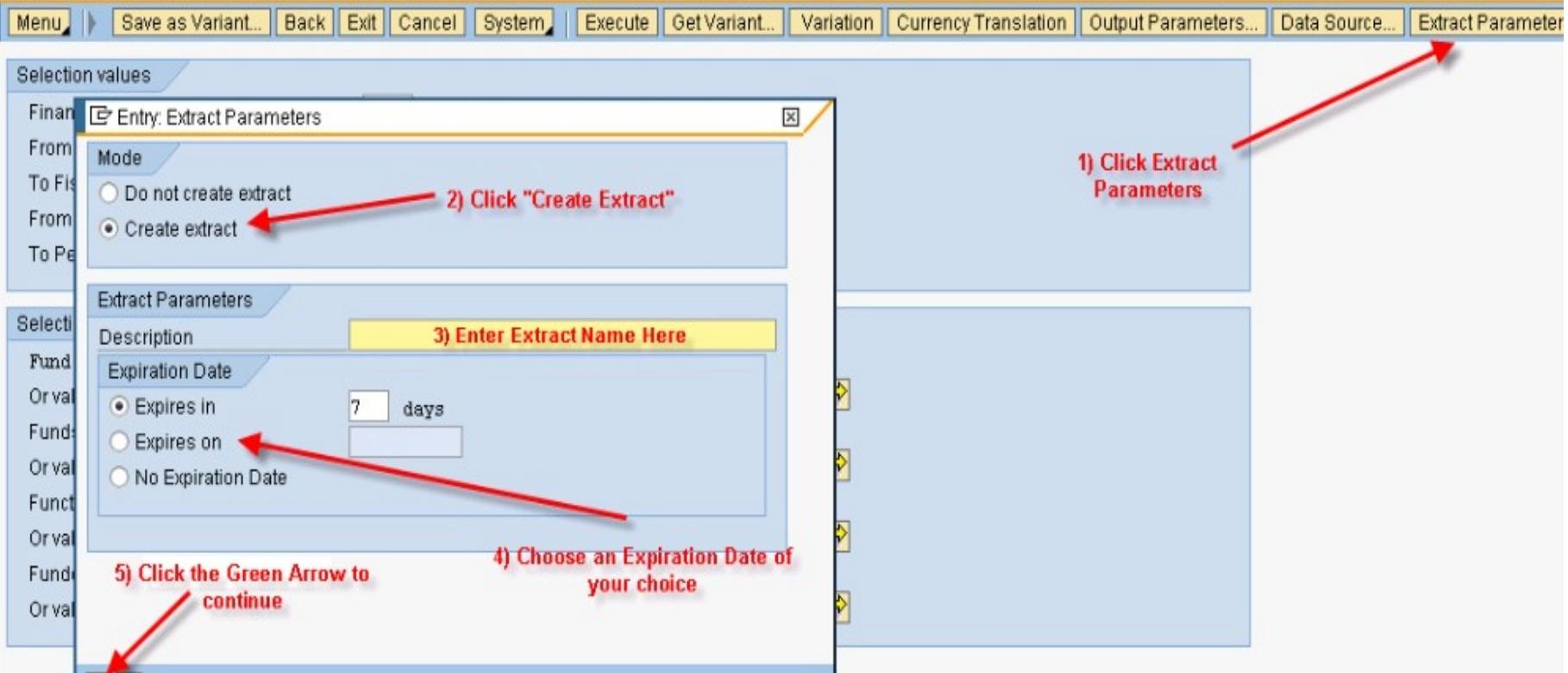
Expiration Date

Expires in  days  
 Expires on   
 No Expiration Date

4) Choose an Expiration Date of your choice

5) Click the Green Arrow to continue

1) Click Extract Parameters



# Direct Funds - TC ZFSNC1 cont'd

General Fund  
Enterprise Business System  
(GFEBS)

## Non-Cum Status by FC: Selection

The screenshot shows the SAP GUI interface for the 'Non-Cum Status by FC: Selection' report. The menu bar at the top includes options like Save as Variant..., Back, Exit, Cancel, System, Execute, GetVariant..., Variation, Currency Translation, and Output Parameters. A red arrow points to the 'Execute in Background' option in the 'Program' submenu, which is highlighted in orange. Below the menu, there is a section titled 'Selection groups' containing several input fields and dropdown menus for specifying fund, functional area, and other parameters.

Select Execute in Background

Selection group	Value	Action
Fund	01001A1D09	CAVC
Or value(s)	A76	A76ZZ
Funds Center		
Or value(s)		
Functional Area		
Or value(s)		
Funded Program		
Or value(s)		

# Direct Funds - TC ZFSNC1 cont'd

General Fund  
Enterprise Business System  
(GFEBS)

## Non-Cum Status by FC: Selection

Menu Save as Variant... Back Exit Cancel System Execute GetVariant... Variation Currency Trans

Background Print Parameters

Output Device PORTAL Printer for HTML GUI frontend printing

Number of copies 1

Number of pages

Print all

Print from page 0 To 0

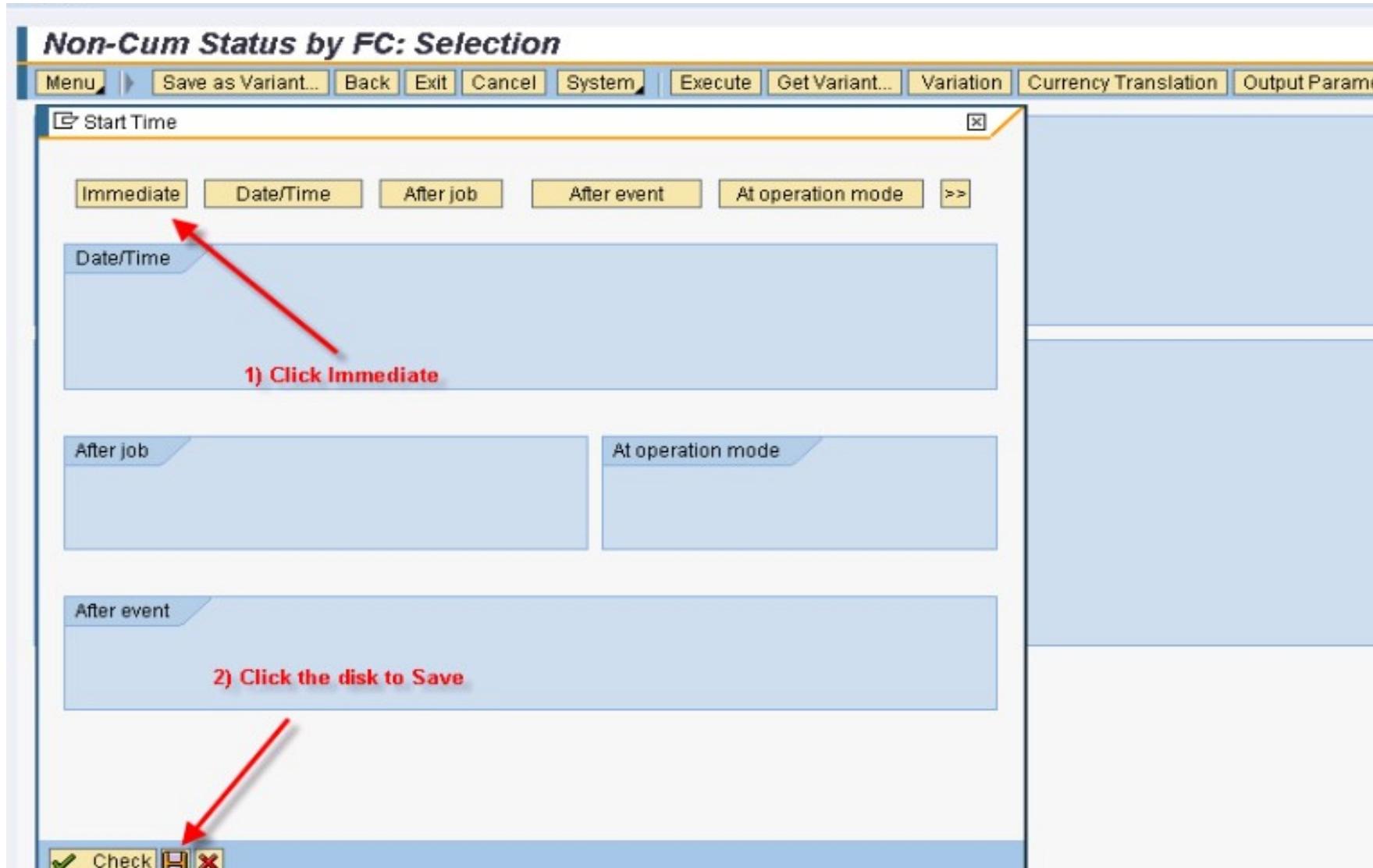
Select the green check mark to Continue

Properties

Orvalue(s) to

# Direct Funds - TC ZFSNC1 cont'd

General Fund  
Enterprise Business System  
(GFEBS)



# Direct Funds - TC ZFSNC1 cont'd

General Fund  
Enterprise Business System  
(GFEBS)

**Non-Cum Status by FC: Selection**

Menu Save as Variant... Back Cancel System Execute Get Variant... Variation Currency Translation Output Parameters

**Selection values**

Financial Management Area	ARMY
From Fiscal Year	2012
To Fiscal Year	2012
From Period	1
To Period	12

2) Click exit until you return to the main menu

**Selection groups**

Fund				
Or value(s)	01001A1D09	to	CAVC	
Funds Center				
Or value(s)	A76	to	A76ZZ	
Functional Area				
Or value(s)		to		
Funded Program				
Or value(s)		to		

1) Ensure you get a message telling you your background job is scheduled

Background job was scheduled for program GP4HY8M40YCI37ZWY1U294Z9EC600

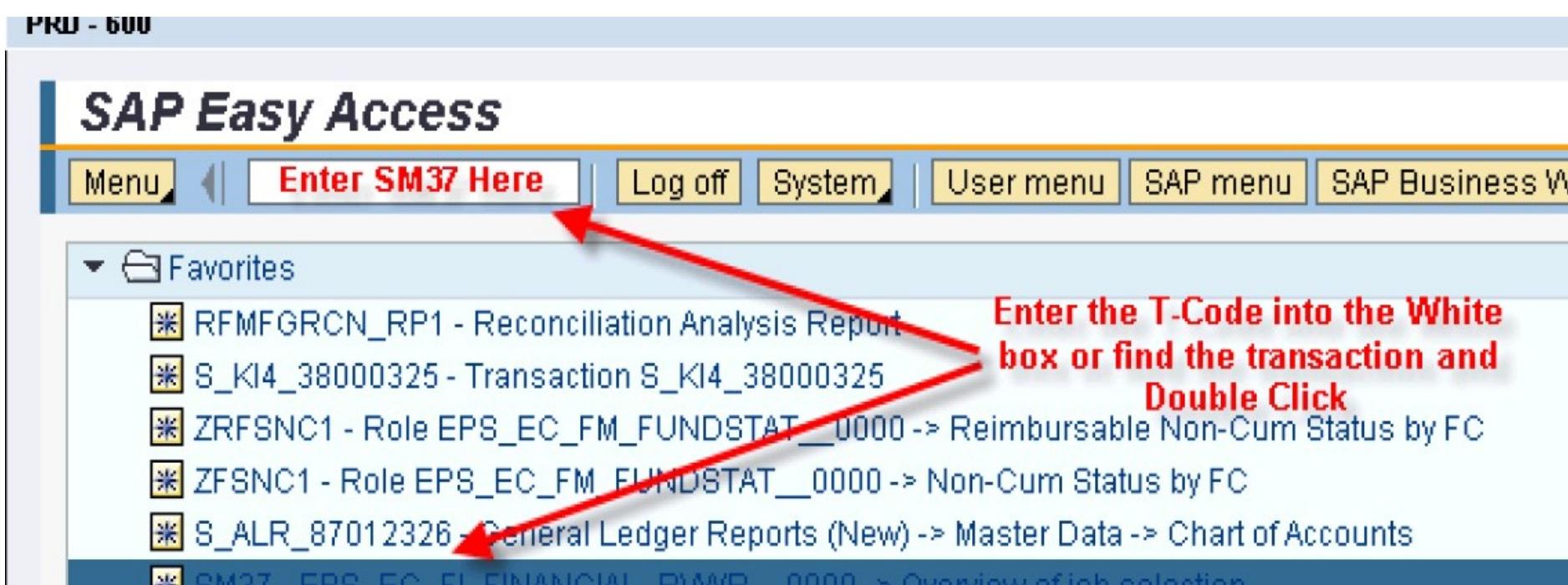
# Overview of Job Selection- TC

## SM37

## Direct Funds

General Fund  
Enterprise Business System  
(GFEBS)

Select in your transaction list or enter SM37 in the white TC box to run the Overview of job selection task



Note: "Favorites" List is customized by user. Above screenshot is for purposes of how the line should display in the list, not the list that should display for you. To add to "favorites", please review directions in "notes".

# Overview of Job Selection- IC SM37 Direct Funds cont'd

## Simple Job Selection

The screenshot shows the SAP Simple Job Selection interface. At the top, there is a menu bar with options: Menu, Back, Exit, Cancel, System, Execute, Extended job selection, and Information. A red arrow points from the 'Extended job selection' button to the 'Execute' button. Below the menu, there are fields for 'Job name' (containing an asterisk) and 'User name' (containing '1404303062'). A red arrow points from the 'User name' field to a note on the right. The 'Job status' section contains checkboxes for Sched., Released, Ready, Active, Finished, and Canceled, all of which are checked. A red arrow points from this section to a note 'Ensure All Checks are Checked'. The 'Job start condition' section has 'From' and 'To' fields both set to '02.02.2012'. Red arrows point from these date fields to a note on the right. The bottom section is for 'Job step' and 'ABAP program name', with an empty input field for the ABAP program name.

After all fields are checked, click Execute

Username of person who created extract

Ensure All Checks are Checked

Ensure date ranges are in range of when extract was CREATED

Job name \*

User name 1404303062

Job status

Sched. Released Ready Active Finished Canceled

Job start condition

From 02.02.2012 To 02.02.2012

or after event:

Job step

ABAP program name:

# Overview of Job Selection- TC SM37 Direct Funds cont'd

General Fund  
Enterprise Business System  
(GFEBS)

**Job Overview**

Menu Back Exit Cancel System Refresh Release Stop active job Delete job from database Spool Job

Job overview from: 02.02.2012 at: : :  
to: 02.02.2012 at: : :

Selected job names: \*  
Selected user names: 1404303062

Once finished, click exit to return to main menu

Scheduled  Released  Ready  Active  Finished  Canceled  
 Event controlled Event ID:  
 ABAP program Program name :

Job	Spool	Job Doc	Job Created	Status	Start date	Start time	Duration(sec.)	Delay (s)
GP4HY8M40YCI37ZIWF1U294Z9EC600			1404303062	Released			0	
GP4HY8M40YCI37ZIWF1U294Z9EC600			1404303062	Finished	02.02.2012	11:02:03	2,655	
*Summary							2,655	

Wait until you see your status as 'finished'

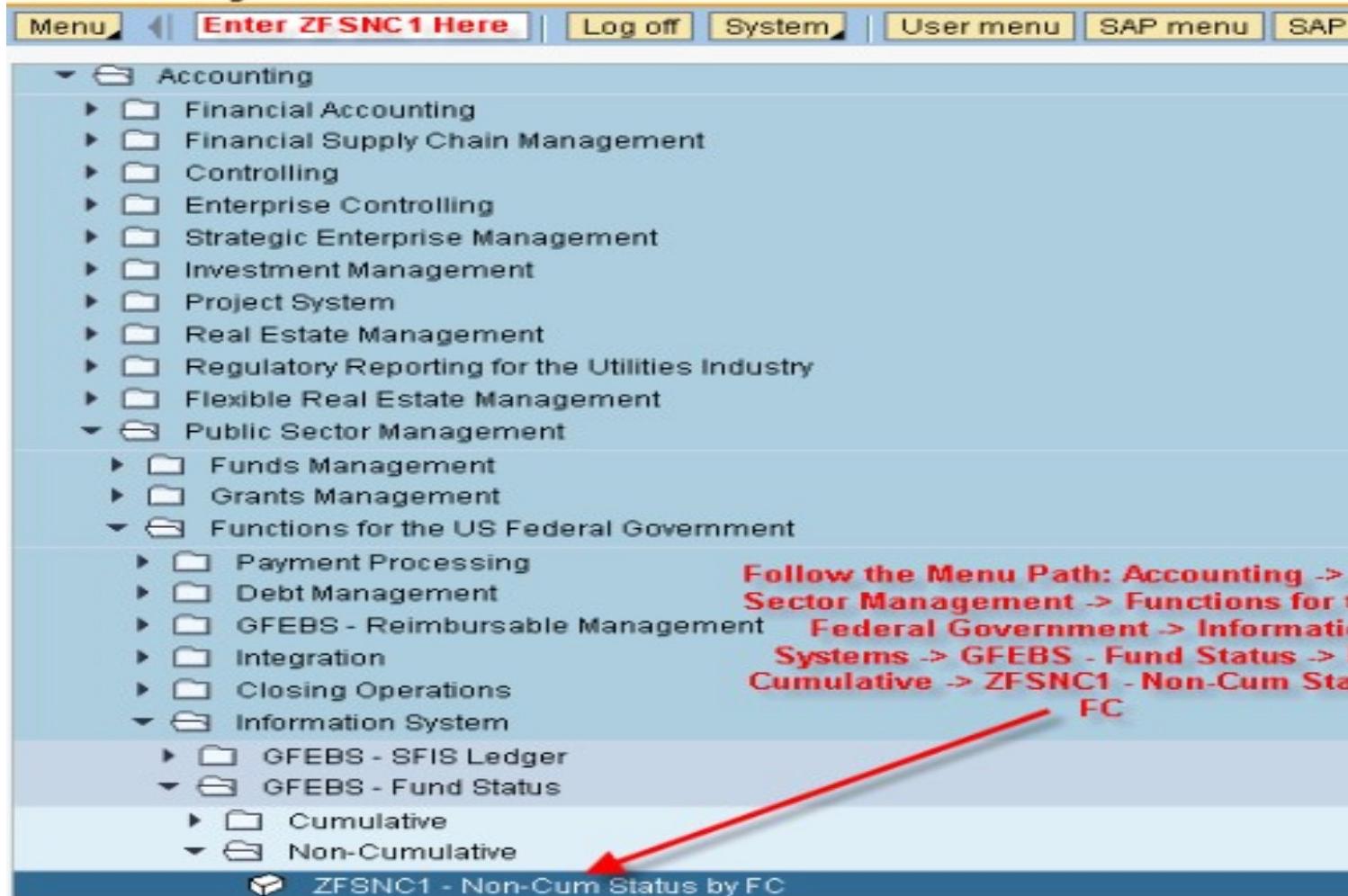
# TC ZFSNC1 - (Non-cumulative Status of Funds Report - by FC)

General Fund  
Enterprise Business System  
(GFEBS)

To pull your extract you will need to re-enter the SOF report screen:

Use either the menu path or enter the T-Code to enter the Non-Cum SOF Report

## SAP Easy Access



# Direct Funds - TC ZFSNC1 cont'd

General Fund  
Enterprise Business System  
(GFEBS)

## Non-Cum Status by FC: Selection

Non-Cum Status by FC: Selection

Save as Variant... Back Exit Cancel System Execute GetVariant... Variation Currency Trans

Program Edit Goto Environment System Help Using ... SAP GUI for HTML Options

ARMY

Extract Directory... Ctrl+Shift+F12  
Extract Management Settings  
Options...  
Technical Information...

Selection groups

Fund  
Or value(s)  
Funds Center  
Or value(s)  
Functional Area  
Or value(s)  
Funded Program  
Or value(s)

Click Menu -> Environment ->Extract Director

# Direct Funds - TC ZFSNC1 cont'd

General Fund  
Enterprise Business System  
(GFEBS)

## Report Writer: Extract Management

Menu | Save As Variant... | Back | Exit | Cancel | System | **Execute** | Additional Selections... | Get Variant... |

Extract Description

Description **1) Enter name of extract here**  
Note: if you do not remember the name, this field is optional

Created By **4) Click Execute**

Only Self-Created Extracts  
 Created By **2a) If YOU created the extract, click here**  
 All **2b) If SOMEONE ELSE created the extract, click here and enter their userID into the text box**  
**2c) If you don't know who created the extract, click here**

Time of Extract Creation **3) Choose a date or date range for the extract**

Created in the Last 10 Days  
 Created in the Last 30 Days  
 Created within  
 All

Report Groups

Report Group **ZN01** to **[ ]** **[ ]**

Extract Use

Priority of extract **[ ]** **[ ]**  
 Unread Extracts Only

# Direct Funds - TC ZFSNC1 cont'd

General Fund  
Enterprise Business System  
(GFEBS)

**Report Writer: Extract Management**

Menu	Back	Exit	Cancel	System	Display Extract	Extracts	Background	Change Expiry Date of Selected Extract	
Ext	RGrp	Created By	Created on	Time	P	Exp. date	Used	Report Group Description	Extract Description
X	ZN01	1404303062	25.01.2012	08:49:19	3	15.02.2012	3	Non-Curr Status by FC	extract test

1) Click the far left box to select the row with your extract

2) Click Display Extract

# Direct Funds - TC ZFSNC1

## cont'd

General Fund  
 Enterprise Business System  
 (GFEBS)

**NC Status by FC**

Menu Back Exit Cancel System Navigation on/off Print page formatting on/off Column freeze on/off Options / Office Integration Messages Export report Presentation graphics Send report More...

Variation: Characteristics

- Budget Type
- Functional Area
- Fund
- Funded Program

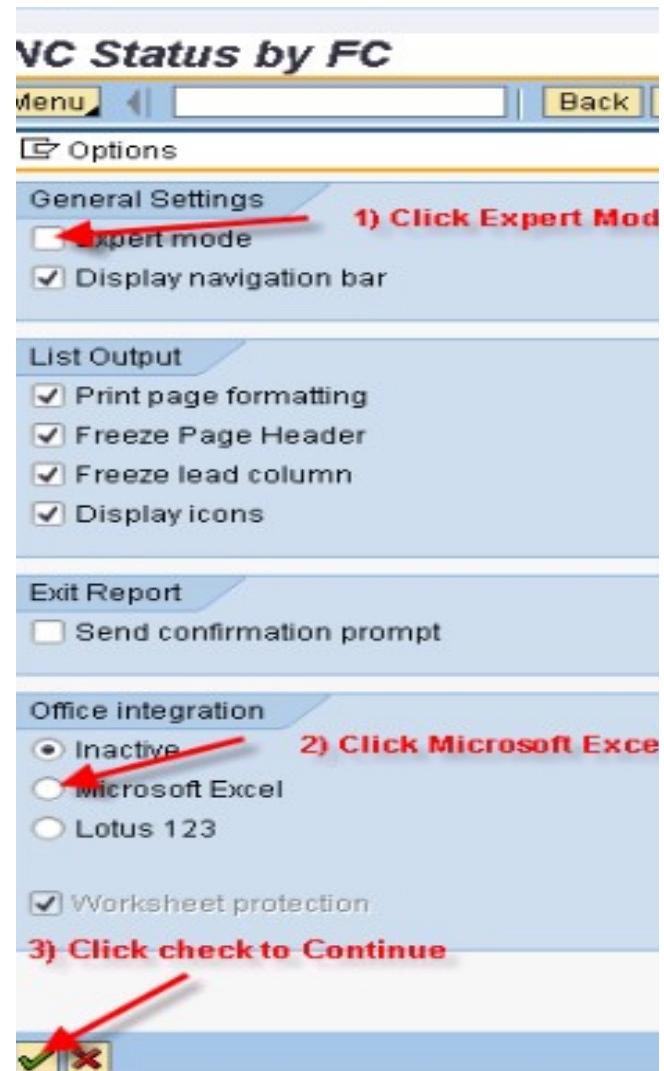
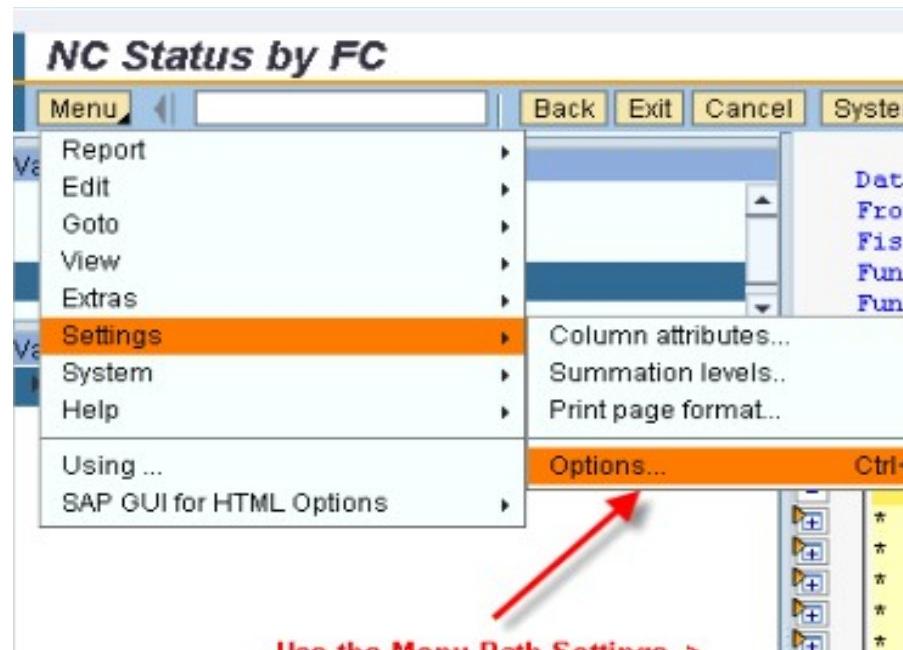
Variation: Fund

- Fund

Date of Selection: 02.02.2012 Time of Selection: 11:02:29  
 From Period: 1 To Period: 12  
 Fiscal Year: 2012  
 Fund: 01001A1D09..COST  
 Funds Center: A76..A76ZZ      A76..A76ZZ  
 Functional Area: \*      Functional Area  
 Funded Program: \*

Funds Center/Commitment Item	APP	Allotment	Commitment	Obligation	Expenses	Disbursements
<b>** Total All Funds Ctrs</b>	<b>2,134,179,359.00</b>	<b>2,167,309,441.65</b>	<b>51,476,323.37</b>	<b>45,839,264.39-</b>	<b>5,241,473.85</b>	<b>760,804,582.70</b>
* A76 FORSCOM	1,110,141,920.24	1,161,436,970.24				
* A76VV FORSCOM Ft Stewart	97,071,650.00	97,000,851.69	801,738.35	7,493,395.76-	2,278,340.34-	91,333,268.16
* A76JJ HOOD	83,622,500.00	88,047,125.23	1,542,438.10	2,382,975.91-	1,768,066.65-	66,066,162.54
* A76LL FORT IRWIN	85,025,500.00	85,946,277.99	3,692,816.28	4,772,933.13	1,178,547.05-	52,145,266.07
* A7600 LEWIS	86,946,500.00	84,038,303.51	2,213,879.85	2,057,098.45	5,513,010.30	65,665,612.19
* A76AA FIRST ARMY	81,401,100.00	74,342,900.00	8,443,238.90	7,894,542.49-	5,312,572.05	58,585,829.70
* A76CC BRAGG	73,251,800.00	73,941,624.06	2,632,167.89	14,928,874.27-	1,576,028.98-	68,795,965.63
* A76EE CARSON	67,958,695.00	68,033,695.00	1,227,720.18	8,206,203.54-	249,879.63-	64,258,332.31
* A76YY FORSCOM HQ ACCT	81,070,450.00	67,598,009.04	11,538,905.84	20,808,605.14-	3,525,768.00	57,193,837.55
* A76QQ POLK	66,902,900.00	65,080,308.62	3,407,363.49	2,363,045.23-	4,876,108.82-	58,660,878.43
* A76RR RILEY	68,590,500.00	62,889,472.81	2,258,481.99	17,364,978.19	210,443.48-	34,383,736.78
* A76DD CAMPBELL	59,800,750.00	59,777,245.08	4,600,483.34	6,101,037.41-	661,865.75	43,959,815.73
* A76BB BLISS	62,447,275.00	55,794,375.00	2,004,324.63	2,227,902.29-	1,057,036.16	41,455,491.67
* A76HH DRUM	47,467,200.00	47,161,866.18	2,342,850.53	1,899,651.61-	1,117,616.10-	24,258,032.50
* A76FF 20th SPT CMD	27,828,439.00	36,137,850.66	2,509,649.93	4,315,674.68	1,363,544.01	10,954,153.51
* A76TT SILL	11,336,500.00	11,346,532.42	783,415.48	1,782,003.46-	409,136.02	10,557,373.99
* A76SS RUCKER	2,282,400.00	7,715,727.28	50,352.10	539,642.20-	193,570.31-	2,940,446.09
* A76II EUSTIS	6,861,000.00	6,883,027.08	1,191,138.94	1,944,841.59	73,196.19	1,482,645.27
* A76MM KNOX	4,993,600.00	4,993,600.00	110,572.72	688,923.21	267,460.42	2,755,966.13
* A76UU LEONARD WOOD	3,683,500.00	3,648,500.00	122,984.83	640,559.92-	432,644.45	2,779,268.76
* A76MN LEE	2,227,700.00	2,227,700.00		19,229.41-	33,304.05	1,490,917.37

# Export ZFSNC1 to Excel cont'd



Note: Once this sequence is completed once for the report, it does not need to be repeated

# Export ZFSNC1 to Excel

**NC Status by FC**

Menu | Save | Back | Exit | Cancel | System | Navigation on/off | Print page formatting on/off | Column freeze on/off | Options / Office Integration | Messages | Export report

Date of Selection: 07.02.2012 Time of Selection: 11:57:57  
 From Period: 1 To Period: 3  
 Fiscal Year: 2012 12  
 Fund: 01001A1D09..COST  
 Funds Center: A76..A76ZZ A76..A76ZZ  
 Functional Area: \* Functional Area  
 Funded Program: \*

**Click Export**

Funds Center/Commitment Item	AFP	Allotment	Commitment	Obligation	R
* A7600 LEWIS	78,713,200.00	60,144,416.00	2,473,527.00	7,430,680.88	4
* A76LL FORT IRWIN	84,998,500.00	55,352,950.00	841,395.64	6,886,403.25	3
* A76AA FIRST ARMY	75,113,000.00	51,867,900.00	11,834,360.34	11,594,509.61-	2
* A76EE CARSON	60,180,845.00	49,476,145.00	673,691.29	6,003,004.40-	1
* A76QQ POLK	66,025,400.00	47,584,443.30	9,188,855.09	3,729,848.13-	6
* A76CC BRAGG	72,816,600.00	41,987,345.00	1,962,193.71	18,217,378.05-	1
* A76 FORSCOM	1,204,492,165.24	38,012,316.24			
* A76YY FORSCOM HQ ACCT	60,567,850.00	35,786,938.73	9,572,781.61	21,571,172.37-	1
* A76BB BLISS	54,657,000.00	33,121,900.00	745,736.76	9,567,016.86-	3
* A76DD CAMPBELL	58,205,880.00	31,436,728.51	2,601,438.93	9,028,996.38-	
* A76RR RILEY	55,437,600.00	30,670,428.27	1,120,704.71	350,643.21	
* A76FF 20th SPT CMD	27,078,244.00	22,952,098.04	1,938,581.08	2,546,067.79	1
* A76HH DRUM	42,370,600.00	21,304,257.76	409,785.91	3,614,317.10-	
* A76SS RUCKER	2,282,400.00	7,307,727.28	500,400.00	968,092.23-	
* A76TT SILL	11,136,500.00	6,766,192.42	313,832.16	2,940,133.90-	
* A76II EUSTIS	6,761,000.00	5,556,327.08	24,400.00	1,148,540.44	
* A76MM KNOX	4,180,500.00	3,649,400.00	180,033.56	291,337.32	
* A76UU LEONARD WOOD	3,614,700.00	2,380,400.00	75.75	222,846.07-	
* A76MN LEE	2,226,800.00	1,766,900.00		33,283.39	
* A76PP McCOY	700,000.00	700,000.00		288,281.22	
* A76GG DIX	900,000.00	300,000.00		71,688.51	

# Export ZFSNC1 to Excel cont'd

## NC Status by FC

The screenshot shows the SAP GFEBS interface with the 'NC Status by FC' report open. A modal dialog titled 'Export To Presentation Server' is displayed, overlaid on the main report area.

**Export format:**

- Spreadsheet (1) Click Spreadsheet
- DBASE format
- HTML format
- WK1 format

**Format Figures:**

- Format figures

**Output file:**

File name: (highlighted with a yellow background and red arrows pointing to the right and bottom right corner)

**Launch PC application:**

- Program: (empty field)
- Open file
- Parameters for application
- Export only (3) Click Export

**Settings:**

- Save entries as default values

**Right-hand side:**

NC Status by FC  
Selection: 11:57:57

Save In: loebjm

Desktop Favorites My Documents Start Menu TB\_Export1.XLS WINDOWS

Encoding:

File Name: (highlighted with a yellow background and red arrow pointing to the right)

Files of Type: All Files (\*.\*)

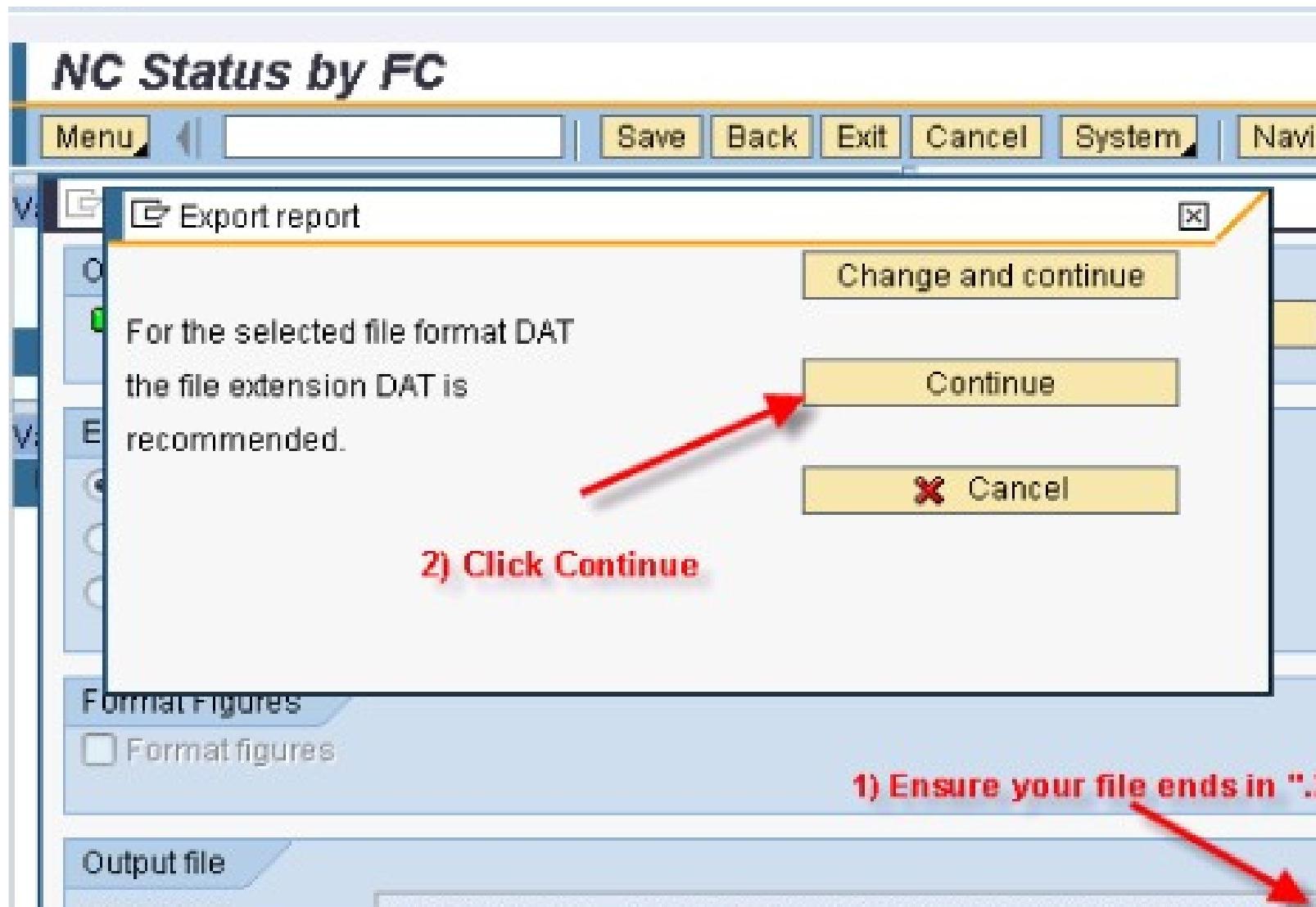
2b) Find the folder you wish to save your file

2c) Enter File Name here

2d) Click Save → Save Cancel

900,000.00	300,000.00	286,830.76	14,489.84
474,430.76		73,200.00	
73,200.00		73,200.00	
46,600.00		46,600.00	

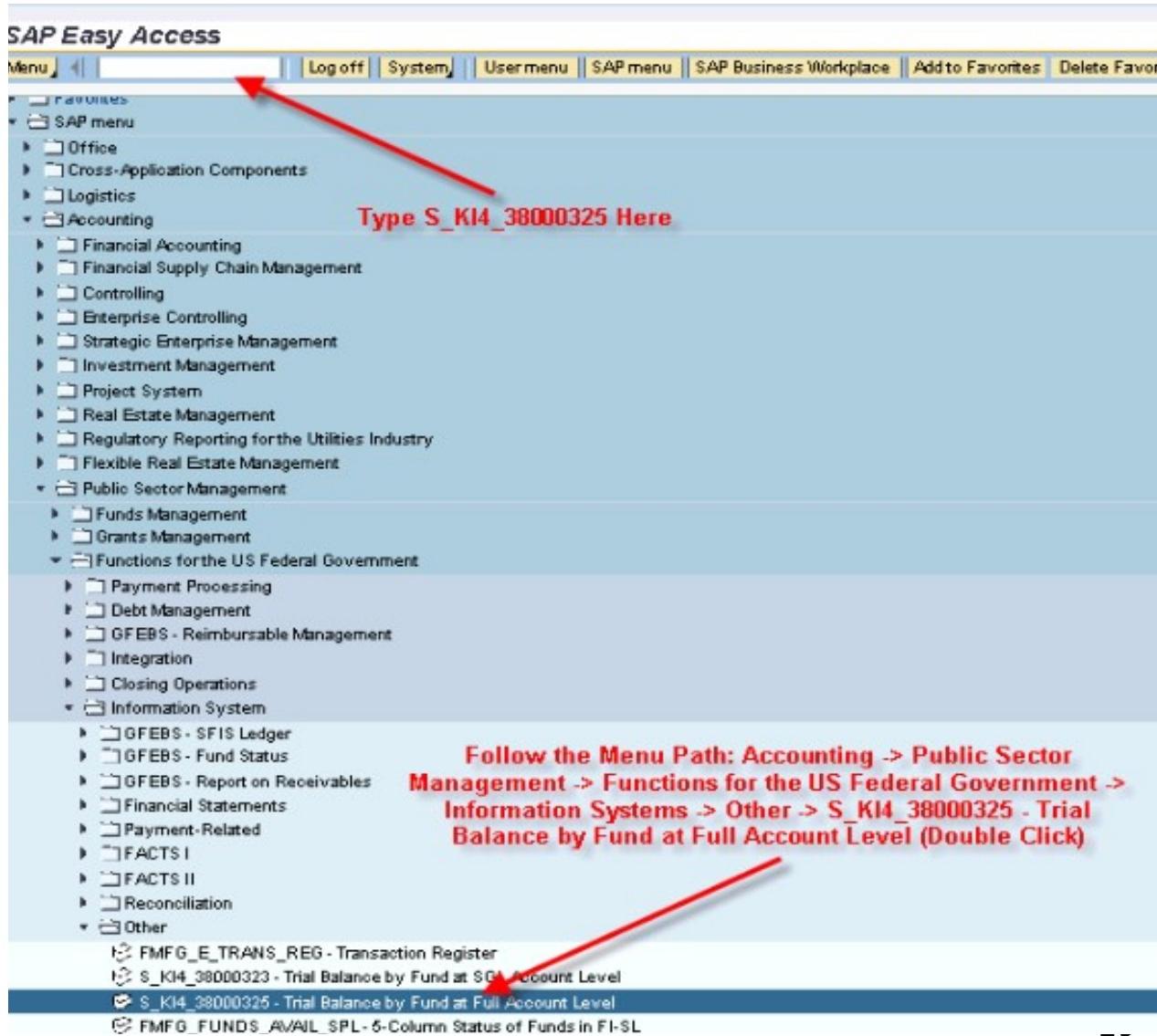
# Export ZFSNC1 to Excel cont'd



# **TC S\_KI4\_38000325**

## **(Trial Balance by Fund Center)**

*Use either the menu path or enter the T-Code to enter the Non-Cum SOF Report*



# Trial Balance - TC

## S\_KI4\_38000325 cont'd

General Fund  
Enterprise Business System  
(GFEBS)

**Funds Overview: Selection**

Menu Save as Variant... Back Exit Cancel System Execute Get Variant... Variation Currency Trans.

**Selection values**

Fiscal Year	2012
Company Code	ARMY
From Period	1
To Period	12

Enter Selection Criteria into the appropriate box.  
Note: To Period should be the ending period for which you want to search. ie: If you want to do a 1st quarter end report use 3, for Dec.

**Selection groups**

Application of Funds	
Or value(s)	
Fund	
Or value(s)	
Funds Center	
Or value(s)	
Funded Program	
Or value(s)	
Functional Area Group	
Or value(s)	
Business Area	
Or value(s)	
Profit Center	
Or value(s)	
Account Number	
Or value(s)	

# Trial Balance - TC S\_KI4\_38000325 cont'd

General Fund  
Enterprise Business System  
(GFEBS)

## Funds Overview: Selection

Menu | Save as Variant... Back Cancel System Execute Get Variant... Variation Currency Trans

Selection values

Fiscal Year	2012
Company Code	Army
From Period	1
To Period	12

Selection groups

Application of Funds	<input type="text"/>	<input type="button" value="to"/>	<input type="text"/>	<input type="button" value=""/>
Or value(s)	<input type="text"/>	<input type="button" value="to"/>	<input type="text"/>	<input type="button" value=""/>
Fund	<input type="text"/>	<input type="button" value="to"/>	<input type="text"/>	<input type="button" value=""/>
Or value(s)	<input checked="" type="checkbox"/>	<input type="button" value="to"/>	<input type="text"/>	<input type="button" value=""/>
Funds Center	<input type="text"/>	<input type="button" value="to"/>	<input type="text"/>	<input type="button" value=""/>
Or value(s)	<input type="text"/>	<input type="button" value="to"/>	<input type="text"/>	<input type="button" value=""/>
Funded Program	<input type="text"/>	<input type="button" value="to"/>	<input type="text"/>	<input type="button" value=""/>
Or value(s)	<input type="text"/>	<input type="button" value="to"/>	<input type="text"/>	<input type="button" value=""/>
Functional Area Group	<input type="text"/>	<input type="button" value="to"/>	<input type="text"/>	<input type="button" value=""/>
Or value(s)	<input type="text"/>	<input type="button" value="to"/>	<input type="text"/>	<input type="button" value=""/>
Business Area	<input type="text"/>	<input type="button" value="to"/>	<input type="text"/>	<input type="button" value=""/>
Or value(s)	<input type="text"/>	<input type="button" value="to"/>	<input type="text"/>	<input type="button" value=""/>
Profit Center	<input type="text"/>	<input type="button" value="to"/>	<input type="text"/>	<input type="button" value=""/>
Or value(s)	<input type="text"/>	<input type="button" value="to"/>	<input type="text"/>	<input type="button" value=""/>
Account Number	<input type="text"/>	<input type="button" value="to"/>	<input type="text"/>	<input type="button" value=""/>
Or value(s)	<input type="text"/>	<input type="button" value="to"/>	<input type="text"/>	<input type="button" value=""/>

**Click in text box and click on double square box to search for funds.**



# Trial Balance - TC S\_KI4\_38000325 cont'd

General Fund  
Enterprise Business System  
(GFEBS)

## Funds Overview: Selection

Menu Save as Variant... Back Exit Cancel System Execute Get Variant... Variation Currency Transl.

Fund (1)

Search Criteria

Category: Search Using Name

Name:

Description:

FM Area:

Fund:

Maximum No. of Hits: 9999

Start Search

Or value(s) to

# Trial Balance - TC S\_KI4\_38000325 cont'd

General Fund  
Enterprise Business System  
(GFEBS)

**Funds Overview: Selection**

Menu Save as Variant... Back Exit Cancel System Execute Get Variant... Variation Currency Tran

**Fund (1)**

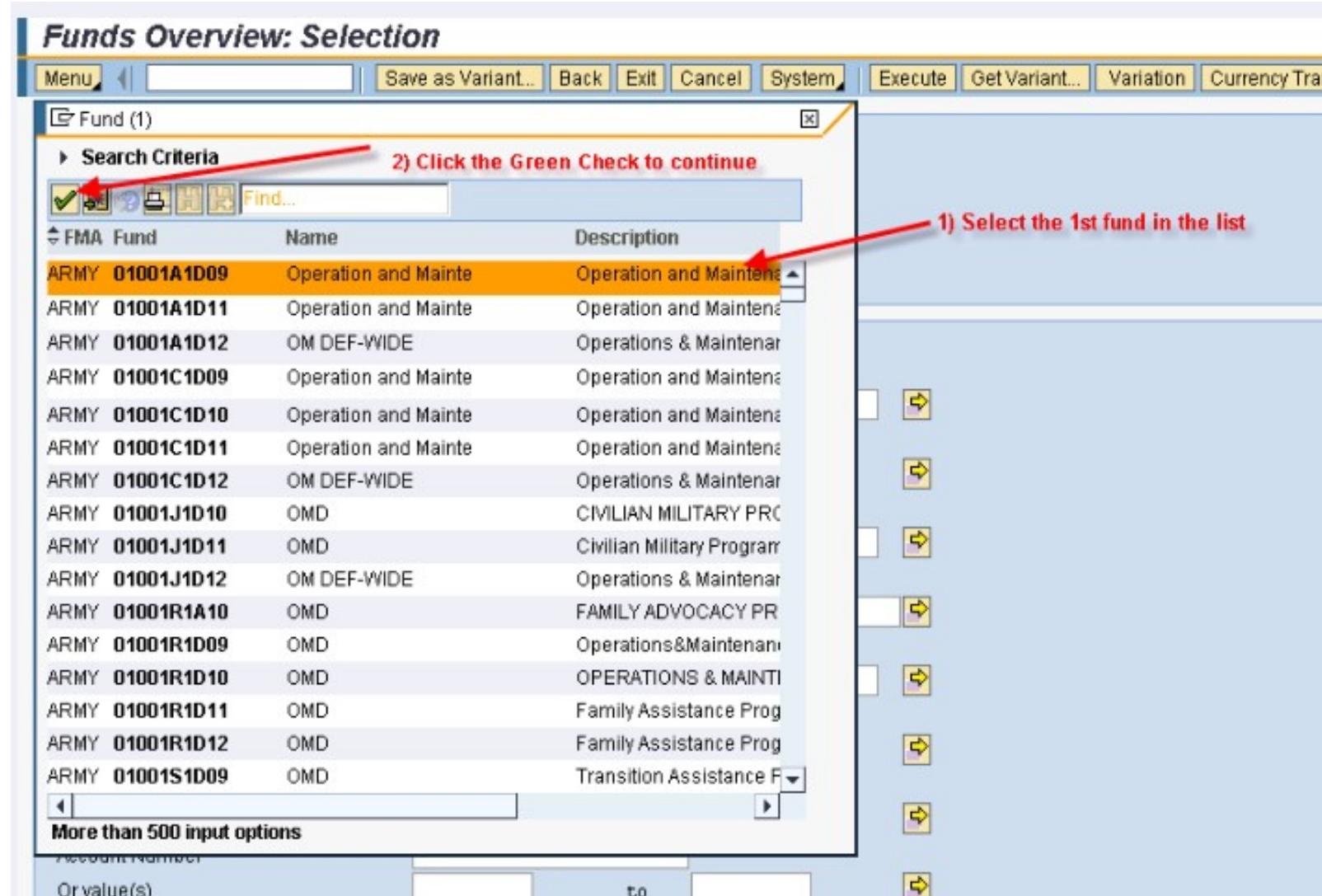
1) Select the 1st fund in the list

2) Click the Green Check to continue

FMA	Fund	Name	Description
ARMY	01001A1D09	Operation and Mainte	Operation and Maintene
ARMY	01001A1D11	Operation and Mainte	Operation and Maintena
ARMY	01001A1D12	OM DEF-WIDE	Operations & Maintenan
ARMY	01001C1D09	Operation and Mainte	Operation and Maintena
ARMY	01001C1D10	Operation and Mainte	Operation and Maintena
ARMY	01001C1D11	Operation and Mainte	Operation and Maintena
ARMY	01001C1D12	OM DEF-WIDE	Operations & Maintenan
ARMY	01001J1D10	OMD	CIVILIAN MILITARY PRC
ARMY	01001J1D11	OMD	Civilian Military Program
ARMY	01001J1D12	OM DEF-WIDE	Operations & Maintenan
ARMY	01001R1A10	OMD	FAMILY ADVOCACY PR
ARMY	01001R1D09	OMD	Operations&Maintenance
ARMY	01001R1D10	OMD	OPERATIONS & MAINTI
ARMY	01001R1D11	OMD	Family Assistance Prog
ARMY	01001R1D12	OMD	Family Assistance Prog
ARMY	01001S1D09	OMD	Transition Assistance F

More than 500 input options

Or value(s) to



# Trial Balance - TC S\_KI4\_38000325 cont'd

General Fund  
Enterprise Business System  
(GFEBS)

Funds Overview: Selection

Menu | Save as Variant... | Back | Exit | Cancel | System | Execute | Get Variant... | Variation | Currency Transl

Selection values

Fiscal Year	2012
Company Code	Army
From Period	1
To Period	12

Selection groups

Application of Funds	
Or value(s)	
Fund	
Or value(s)	01001A1D09
Funds Center	
Or value(s)	
Funded Program	
Or value(s)	
Functional Area Group	
Or value(s)	
Business Area	
Or value(s)	
Profit Center	
Or value(s)	
Account Number	
Or value(s)	

Click in the text box and then click on the double square to search for fund

# Trial Balance - TC S\_KI4\_38000325 cont'd

General Fund  
Enterprise Business System  
(GFEBS)

## Funds Overview: Selection

Menu Save as Variant... Back Exit Cancel System Execute Get Variant... Variation Currency Transl.

Fund (1)

Search Criteria

Category: Search Using Name

Name:

Description:

FM Area:

Fund:

Maximum No. of Hits: 9999

Start Search

Or value(s) to

# Trial Balance - TC S\_KI4\_38000325 cont'd

General Fund  
Enterprise Business System  
(GFEBS)

**Funds Overview: Selection**

Menu Save as Variant... Back Exit Cancel System Execute Get Variant... Variation Currency Translation

Fund (1)

Search Criteria 3) Click the Green Check to continue

FM Area	Fund	Name	Description
ARMY	8242YEXTXX	FOREIGN MIL SALES	FMS YE YEMEN
ARMY	833771XRXX	Kuwait	Kuwait
ARMY	833772XRXX	Japan	Japan
ARMY	833773XRXX	Korea	Korea
ARMY	833774XRXX	Qatar	Qatar
ARMY	833775XTXX	Host Nation Support	Army-Host Nation Sup
ARMY	8927X0RXX	ARMY GEN GIFT FUND	Army General Gift Fun
ARMY	8927X0T12	ARMY GEN GIFT FUND	Army General Gift Fun
ARMY	8927X0TXX	ARMY GEN GIFT FUND	Army General Gift Fun
ARMY	9971X0D10	OTHER DOD TR FNDS	Army General Gift Fun
ARMY	9971X0D11	OTHER DOD TR FNDS	Army General Gift Fun
ARMY	9971X0D12	OTHER DOD TR FNDS	Army General Gift Fun
ARMY	CAVC	CAVC	1% Subseq. Posting If
ARMY	COST	COST (GCSS-Army)	COST (GCSS-Army)
ARMY	ZCITEDTS	DTS Direct Cite TFOs	DTS Direct Cite - Tran
ARMY	ZCITEZTFO	Direct Cite for TFOs	Direct Cite - Transact

897 Entries found

Or value(s) to

2) Select Fund CAVC

1) Scroll to the bottom of the list

# Trial Balance - TC

## S\_KI4\_38000325 cont'd

General Fund  
Enterprise Business System  
(GFEBS)

### Funds Overview: Selection

Menu | Save as Variant... Back Exit Cancel System Execute Get Variant... Variation Currency Tra

Selection values

Fiscal Year	2012
Company Code	Army
From Period	1
To Period	12

Type YOUR Funds Center(s) into the text boxes. In the first box, put only your funds center (ex: A76). In the second box, put your funds center followed by "ZZ" to ensure all funds centers are included (ex: A76ZZ)

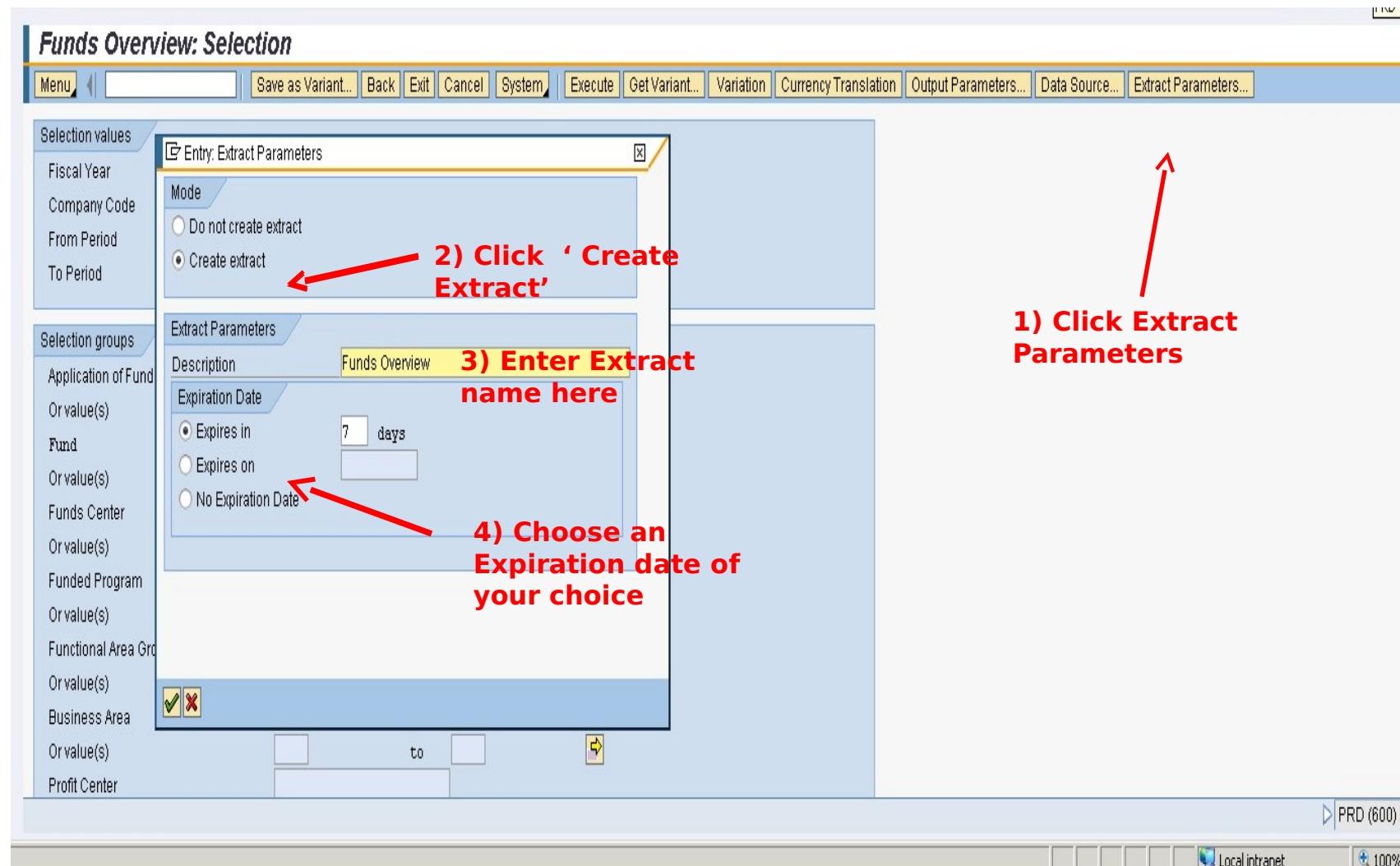
Selection groups

Application of Funds	<input type="text"/> to <input type="text"/> <input type="button"/>
Or value(s)	<input type="text"/> to <input type="text"/> <input type="button"/>
Fund	<input type="text"/> to <input type="text"/> <input type="button"/>
Or value(s)	01001A1D09 to CAVC <input type="button"/>
Funds Center	<input type="text"/> to <input type="text"/> <input type="button"/>
Or value(s)	<input type="text"/> to <input type="text"/> <input type="button"/>
Funded Program	<input type="text"/> to <input type="text"/> <input type="button"/>
Or value(s)	<input type="text"/> to <input type="text"/> <input type="button"/>
Functional Area Group	<input type="text"/> to <input type="text"/> <input type="button"/>
Or value(s)	<input type="text"/> to <input type="text"/> <input type="button"/>
Business Area	<input type="text"/> to <input type="text"/> <input type="button"/>
Or value(s)	<input type="text"/> to <input type="text"/> <input type="button"/>
Profit Center	<input type="text"/> to <input type="text"/> <input type="button"/>
Or value(s)	<input type="text"/> to <input type="text"/> <input type="button"/>
Account Number	<input type="text"/> to <input type="text"/> <input type="button"/>
Or value(s)	<input type="text"/> to <input type="text"/> <input type="button"/>

Red arrows point from the text boxes containing "01001A1D09" and "CAVC" to the "to" field of the next row in the selection groups table.

# Trial Balance - TC S\_KI4\_38000325 cont'd

General Fund  
Enterprise Business System  
(GFEBS)



# Trial Balance - TC S\_KI4\_38000325 cont'd

General Fund  
Enterprise Business System  
(GFEBS)

## Funds Overview: Selection

Menu Save as Variant... Back Exit Cancel System Execute Get Variant... Variation Currency Transl

Program Execute F8  
Edit Execute and Print Shift+F1  
Goto Execute in Background  
Environment Schedule Job F9  
System Exit Shift+F3

Using ...  
SAP GUI for HTML Options

Application of Funds

Or value(s) to [ ]

Fund [ ] to [ ]

Or value(s) 01001A1D09 to CAVC

Funds Center [ ] to [ ]

Or value(s) A76 to A762Z

Funded Program [ ] to [ ]

Or value(s) [ ] to [ ]

Functional Area Group [ ] to [ ]

Or value(s) [ ] to [ ]

Business Area [ ] to [ ]

Or value(s) [ ] to [ ]

Profit Center [ ] to [ ]

Or value(s) [ ] to [ ]

Account Number [ ] to [ ]

Or value(s) [ ] to [ ]

Select Execute in the Background

# Trial Balance - TC S\_KI4\_38000325 cont'd

General Fund  
Enterprise Business System  
(GFEBS)

Funds Overview: Selection

Menu Save as Variant... Back Exit Cancel System Execute Get Variant... Variation Currency Tra

Background Print Parameters

Output Device PORTAL Printer for HTML GUI frontend printing

Number of copies 1

Number of pages

Print all

Print from page 0 To 0

Select the green check mark to Continue

Properties

Functional Area Group

Or value(s) to

Business Area

Or value(s) to

Profit Center

Or value(s) to

Account Number

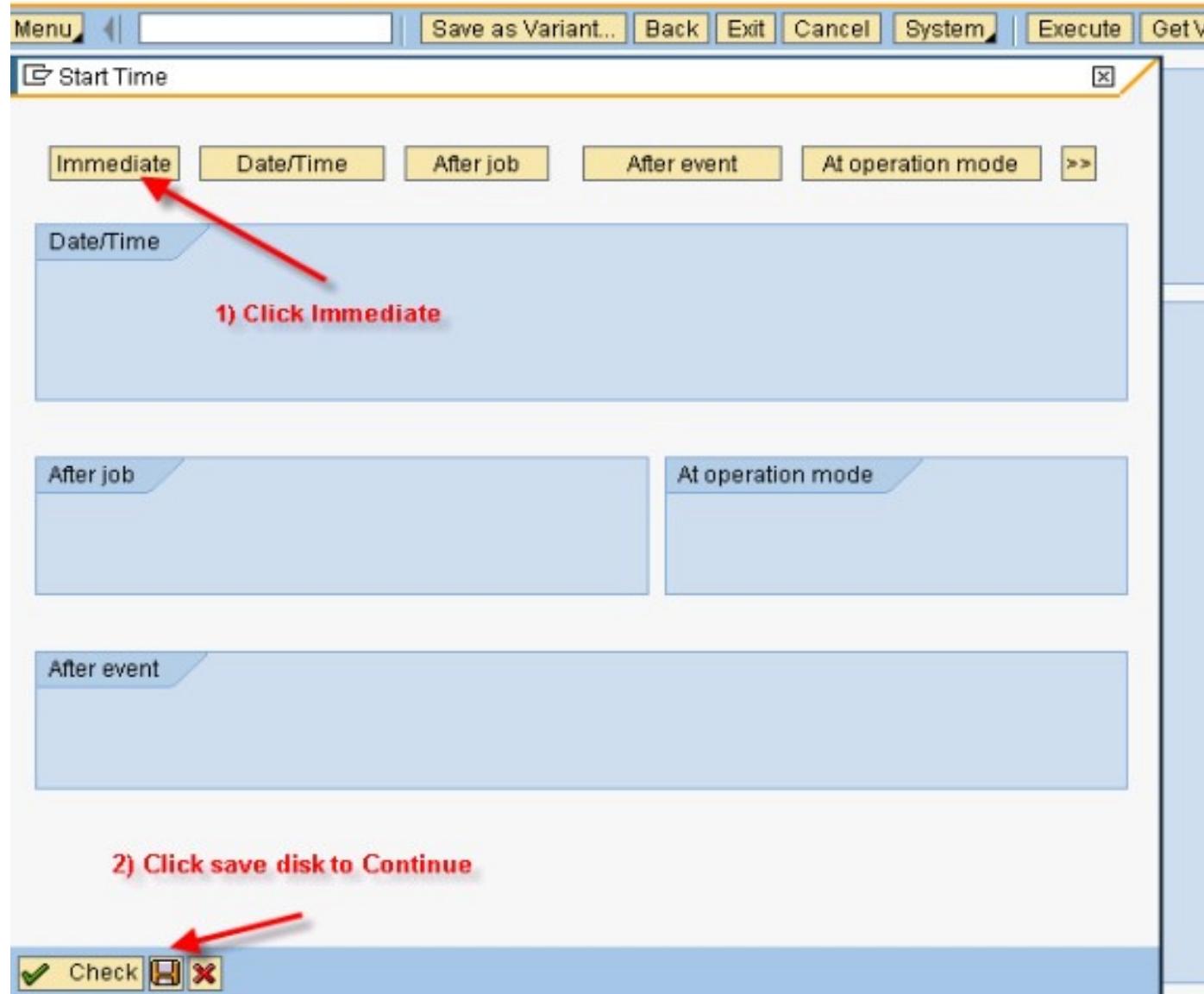
Or value(s) to

# Trial Balance - TC

## S\_KI4\_38000325 cont'd

General Fund  
Enterprise Business System  
(GFEBS)

### Funds Overview: Selection



# Trial Balance - TC S\_KI4\_38000325 cont'd

General Fund  
Enterprise Business System  
(GFEBS)

Funds Overview: Selection

Menu Save as Variant... Back Exit Cancel System Execute GetVariant... Variation Currency Translation Output Parameters... Data Source... Extract Parameters...

Selection values

Fiscal Year	2012
Company Code	ARMY
From Period	1
To Period	12

Click Exit to get back to main screen

Selection groups

Application of Funds	
Orvalue(s)	<input type="text"/> to <input type="text"/>
Fund	
Orvalue(s)	01001A1D09 to CAVC
Funds Center	
Orvalue(s)	A76 to A76Z2Z
Funded Program	
Orvalue(s)	
Functional Area Group	
Orvalue(s)	
Business Area	
Orvalue(s)	
Profit Center	

Click to ensure job is running in background

Background job was scheduled for program GP1R17WFK12X6U20CK5KRK9HRJ6600

PRD (600)

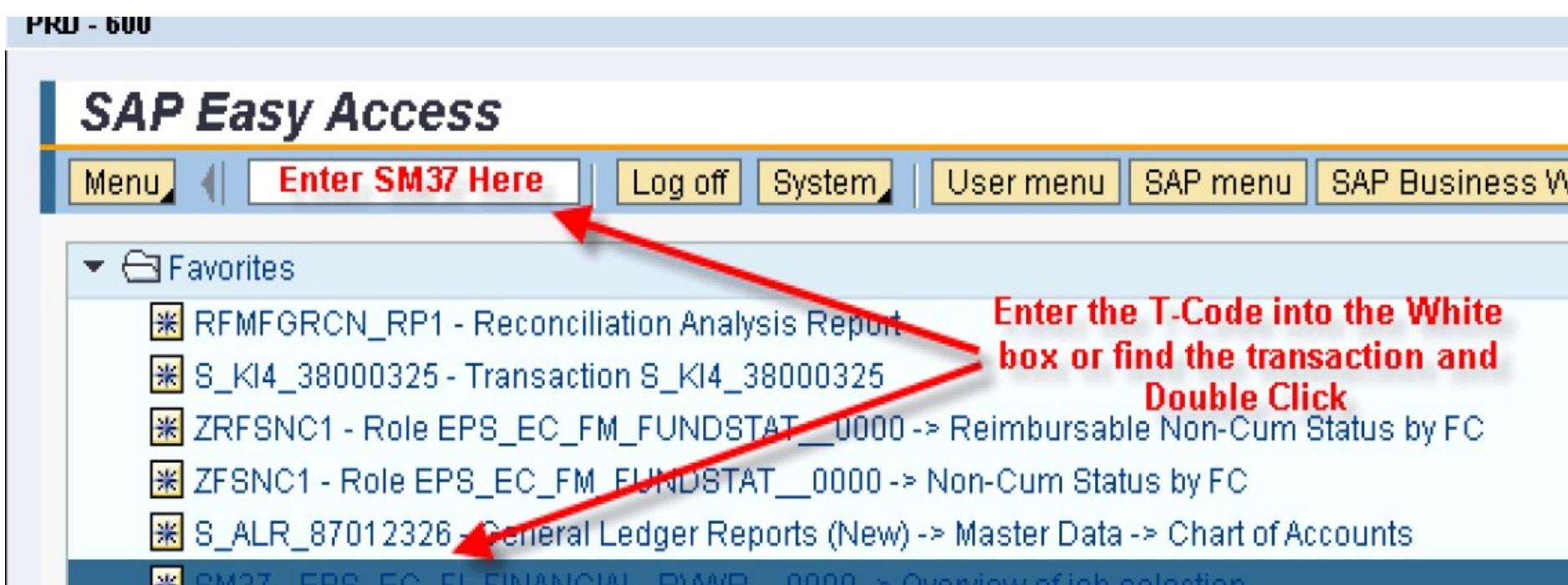
# Overview of Job Selection- TC

## SM37

## Direct Funds

General Fund  
Enterprise Business System  
(GFEBS)

Select in your transaction list or enter SM37 in the white TC box to run the Overview of job selection task



Note: "Favorites" List is customized by user. Above screenshot is for purposes of how the line should display in the list, not the list that should display for you. To add to "favorites", please review directions in "notes".

# Overview of Job Selection- TC SM37 Direct Funds cont'd

## Simple Job Selection

The screenshot shows the SAP Simple Job Selection interface. At the top, there is a menu bar with options: Menu, Back, Exit, Cancel, System, Execute, Extended job selection, and Information. A red arrow points from the 'Extended job selection' button to the right side of the screen, where a note says 'After all fields are checked, click Execute'. Below the menu, there are input fields for 'Job name' (containing an asterisk) and 'User name' (containing '1404303062'). A red arrow points from the 'User name' field to the note. Under 'Job status', several checkboxes are available: Sched., Released, Ready, Active, Finished, and Canceled. A red arrow points from the 'Sched.' checkbox to the note 'Ensure All Checks are Checked', which is repeated below the status checkboxes. In the 'Job start condition' section, there are date fields 'From' (set to '02.02.2012') and 'To' (also set to '02.02.2012'), each with a time component below it. A red arrow points from the 'From' date field to the note 'Ensure date ranges are in range of when extract was CREATED'. At the bottom, there is a 'Job step' section with a field for 'ABAP program name'.

Menu Back Exit Cancel System Execute Extended job selection Information

Job name \*

User name 1404303062

Username of person who created extract

Job status

Sched. Released Ready Active Finished Canceled

Ensure All Checks are Checked

Job start condition

From 02.02.2012 To 02.02.2012

or after event:

Job step

ABAP program name:

After all fields are checked, click Execute

Ensure All Checks are Checked

Ensure date ranges are in range of when extract was CREATED

# Overview of Job Selection- TC SM37 Direct Funds cont'd

General Fund  
Enterprise Business System  
(GFEBS)

**Job Overview**

Menu Back Exit Cancel System Refresh Release Stop active job Delete job from database Spool Job

Job overview from: 02.02.2012 at: : :  
to: 02.02.2012 at: : :

Selected job names: \*  
Selected user names: 1404303062

Once finished, click exit to return to main menu

Scheduled  Released  Ready  Active  Finished  Canceled  
 Event controlled Event ID:  
 ABAP program Program name :

Job	Spool	Job Doc	Job Created	Status	Start date	Start time	Duration(sec.)	Delay (s)
GP4HY8M40YCI37ZIWF1U294Z9EC600			1404303062	Released			0	
GP4HY8M40YCI37ZIWF1U294Z9EC600			1404303062	Finished	02.02.2012	11:02:03	2,655	
*Summary							2,655	

Wait until you see your status as 'finished'

# TC S\_KI4\_38000325 (Trial Balance by Fund Center)

General Fund  
Enterprise Business System  
(GFEBS)

To pull your extract you will need to re-enter the TB report screen:

Use either the menu path or enter the T-Code to enter the Non-Cum SOF Report

SAP Easy Access

Menu | Log off | System | Usermenu | SAP menu | SAP Business Workplace | Add to Favorites | Delete Favorite

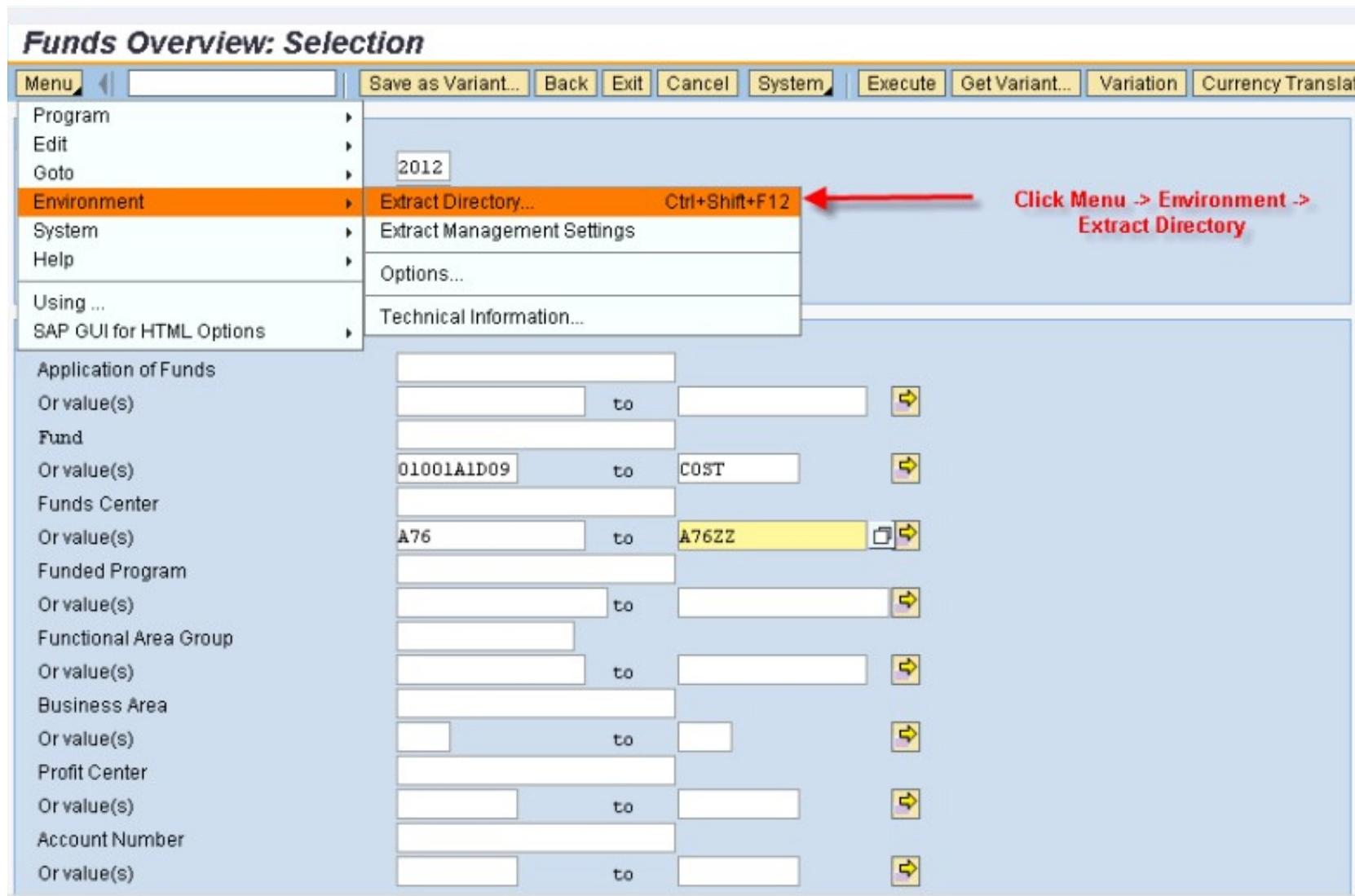
Type S\_KI4\_38000325 Here

The screenshot shows the SAP Easy Access menu. A red arrow points from the 'SAP menu' button in the top navigation bar down to the 'Accounting' section in the main menu tree. Another red arrow points from the text 'Type S\_KI4\_38000325 Here' to the search field in the top right of the menu tree. At the bottom of the menu tree, there is a list of report options. A third red arrow points from the text 'Follow the Menu Path...' to the 'S\_KI4\_38000325 - Trial Balance by Fund at Full Account Level (Double Click)' option in this list.

Follow the Menu Path: Accounting > Public Sector Management > Functions for the US Federal Government > Information Systems > Other > S\_KI4\_38000325 - Trial Balance by Fund at Full Account Level (Double Click)

- FMFG\_E\_TRANS\_REG - Transaction Register
- S\_KI4\_38000325 - Trial Balance by Fund at SOA Account Level
- S\_KI4\_38000325 - Trial Balance by Fund at Full Account Level
- FMFG\_FUNDS\_AVAIL\_SPL - 5-Column Status of Funds in FI-SL

# **Trial Balance - TC S KI4 38000325 cont'd**



# Trial Balance - TC

## S\_KI4\_38000325 cont'd

General Fund  
Enterprise Business System  
(GFEBS)

### Report Writer: Extract Management

Menu | Save As Variant... | Back | Exit | Cancel | System | Execute | Additional Selections... | Get Variant... |

Extract Description

Description **1) Enter name of extract here**  
Note: if you do not remember the name, this field is optional

Created By **4) Click Execute**

Only Self-Created Extracts  
 Created By **2a) If YOU created the extract, click here**  
 All **2b) If SOMEONE ELSE created the extract, click here and enter their userID into the text box**  
**2c) If you don't know who created the extract, click here**

Time of Extract Creation **3) Choose a date or date range for the extract**

Created in the Last 10 Days  
 Created in the Last 30 Days  
 Created within  
 All

Report Groups

Report Group  to

Extract Use

Priority of extract

Unread Extracts Only

# Trial Balance - TC

## S\_KI4\_38000325 cont'd

General Fund  
Enterprise Business System  
(GFEBS)

### Report Writer: Extract Management

Menu | Back | Exit | Cancel | System | **Display Extract** | Extracts | Background | Change Expiry Date of Selected Extract | Deletes All Sel

T	RGrp	Created By	Created on	Time	P	Exp. date	Used	Report Group Description	Extract Description
X	4FTB	1404303062	03.02.2012	11:20:12	3	10.02.2012	1	Funds Overview	Test TB

1) Click the far left box of the line with your extract

2) Click display extract

# Trial Balance - TC

## S\_KI4\_38000325 cont'd

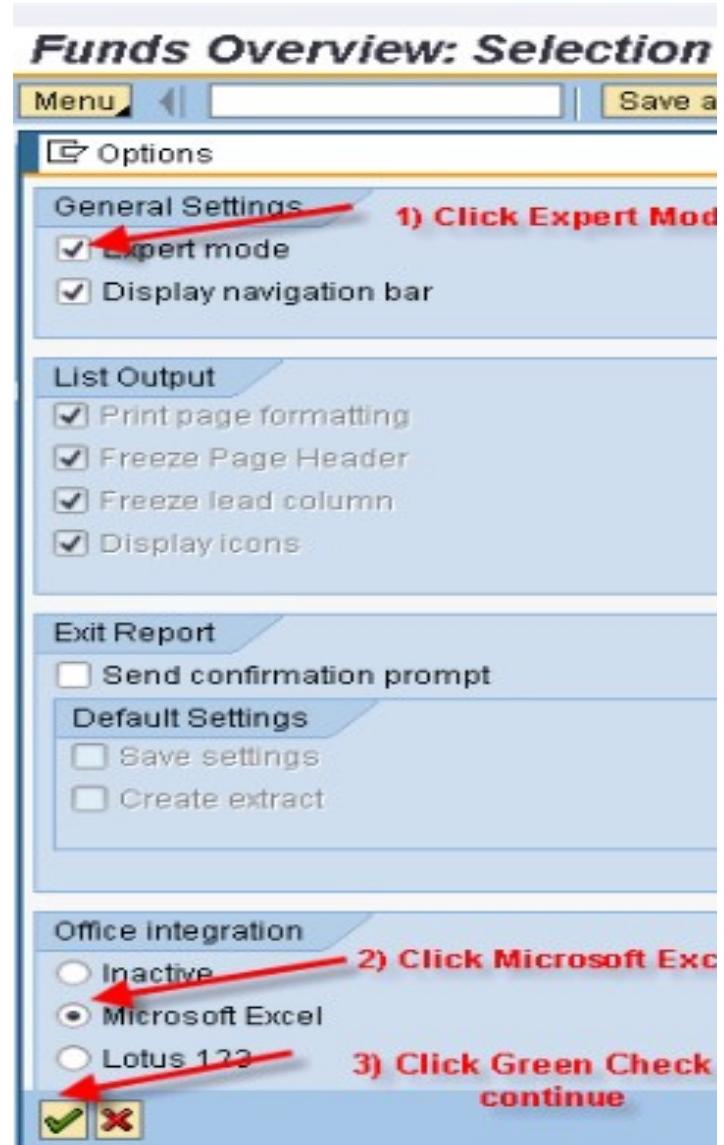
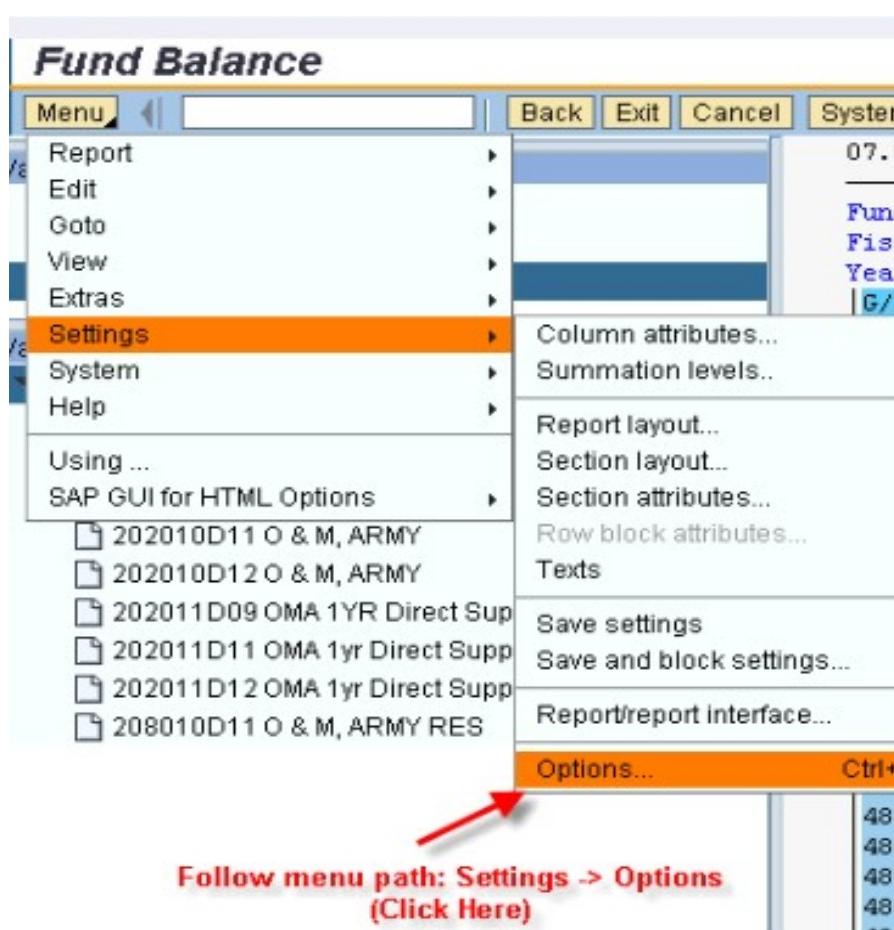
General Fund  
 Enterprise Business System  
 (GFEBS)

### Fund Balance

Menu	Back	Exit	Cancel	System	Navigation on/off	Print page formatting on/off	Column freeze on/off	Options / Office Integration	Messages	Send report	Select	More...																																																																																										
Variation: Characteristics											11/16/2011 15:52:57	2																																																																																										
Fund 01001A1D09..CAV01001A1D09..CAVC											Fiscal Period 1 to 12	Trial Balance by Fund																																																																																										
Year 2012																																																																																																						
<table border="1"> <thead> <tr> <th>G/L Account</th> <th>Beg Balance</th> <th>Debits</th> <th>Credits</th> <th>End Balance</th> </tr> </thead> <tbody> <tr> <td>Budget</td> <td>0.00</td> <td>3,019,292,765.10</td> <td>3,019,292,765.10</td> <td>0.00</td> </tr> <tr> <td>4170.0100 Transfers - Current-Year Ath</td> <td>0.00</td> <td>99,961.00</td> <td>6,504,461.00</td> <td>6,404,500.00</td> </tr> <tr> <td>4190.0100 Transfers - PY Bal</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> </tr> <tr> <td>4201.0100 Tot Act Resc Collect</td> <td>2,439,803,712.51-</td> <td>0.00</td> <td>0.00</td> <td>2,439,803,712.51</td> </tr> <tr> <td>4210.0100 Ant Reimb Other Incm</td> <td>0.00</td> <td>14,968,823.41</td> <td>14,820,143.14</td> <td>148,680.27</td> </tr> <tr> <td>4221.0100 Unfil Cus Ord W/OAdv</td> <td>22,683,739.46</td> <td>14,862,059.46</td> <td>1,412,629.65</td> <td>36,133,169.27</td> </tr> <tr> <td>4222.0100 Unfil Cus Ord W Adv</td> <td>289,150.55</td> <td>2,896.24</td> <td>281,615.79</td> <td>10,431.00</td> </tr> <tr> <td>4251.0100 ReimbOtr Inc Erm Rec</td> <td>16,920,703.95</td> <td>958,283.96</td> <td>8,712,429.48</td> <td>9,166,558.43</td> </tr> <tr> <td>4251.0200 ReimbOtr-RecUndist</td> <td>932,318.12-</td> <td>2,924,060.58</td> <td>3,245,896.28</td> <td>1,254,153.82</td> </tr> <tr> <td>4252.0100 ReimbOtr IncErmColl</td> <td>0.00</td> <td>8,653,835.96</td> <td>6,761.82</td> <td>8,647,074.14</td> </tr> <tr> <td>4252.0200 RimbOtrInccollUndist</td> <td>0.00</td> <td>3,245,896.28</td> <td>2,924,060.58</td> <td>321,835.70</td> </tr> <tr> <td>4310.0100 Ant Rec PY Ob</td> <td>0.00</td> <td>241,498.00</td> <td>368,471.00</td> <td>126,973.00</td> </tr> <tr> <td>4450.0100 Unapportioned Ath</td> <td>82,008.36-</td> <td>0.00</td> <td>0.00</td> <td>82,008.36</td> </tr> <tr> <td>4540.0100 Int Fund Dist Iss</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> </tr> <tr> <td>4550.0100 Int Fund Dist Recv</td> <td>2,626,629.10</td> <td>336,666,580.00</td> <td>3,746,000.00</td> <td>335,547,209.10</td> </tr> <tr> <td>4560.0100 Funds Available for Allotment</td> <td>2,626,629.10-</td> <td>339,776,145.00</td> <td>366,541,967.00</td> <td>29,392,451.10</td> </tr> <tr> <td>4570.0100 Allotments Issd</td> <td>0.00</td> <td>9,149,250.00</td> <td>315,304,008.00</td> <td>306,154,758.00</td> </tr> </tbody> </table>												G/L Account	Beg Balance	Debits	Credits	End Balance	Budget	0.00	3,019,292,765.10	3,019,292,765.10	0.00	4170.0100 Transfers - Current-Year Ath	0.00	99,961.00	6,504,461.00	6,404,500.00	4190.0100 Transfers - PY Bal	0.00	0.00	0.00	0.00	4201.0100 Tot Act Resc Collect	2,439,803,712.51-	0.00	0.00	2,439,803,712.51	4210.0100 Ant Reimb Other Incm	0.00	14,968,823.41	14,820,143.14	148,680.27	4221.0100 Unfil Cus Ord W/OAdv	22,683,739.46	14,862,059.46	1,412,629.65	36,133,169.27	4222.0100 Unfil Cus Ord W Adv	289,150.55	2,896.24	281,615.79	10,431.00	4251.0100 ReimbOtr Inc Erm Rec	16,920,703.95	958,283.96	8,712,429.48	9,166,558.43	4251.0200 ReimbOtr-RecUndist	932,318.12-	2,924,060.58	3,245,896.28	1,254,153.82	4252.0100 ReimbOtr IncErmColl	0.00	8,653,835.96	6,761.82	8,647,074.14	4252.0200 RimbOtrInccollUndist	0.00	3,245,896.28	2,924,060.58	321,835.70	4310.0100 Ant Rec PY Ob	0.00	241,498.00	368,471.00	126,973.00	4450.0100 Unapportioned Ath	82,008.36-	0.00	0.00	82,008.36	4540.0100 Int Fund Dist Iss	0.00	0.00	0.00	0.00	4550.0100 Int Fund Dist Recv	2,626,629.10	336,666,580.00	3,746,000.00	335,547,209.10	4560.0100 Funds Available for Allotment	2,626,629.10-	339,776,145.00	366,541,967.00	29,392,451.10	4570.0100 Allotments Issd	0.00	9,149,250.00	315,304,008.00	306,154,758.00	
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# Export TB (S\_KI4\_38000325) to Excel

General Fund  
Enterprise Business System  
(GFEBS)



Note: Once this sequence is completed once for the report, it does not need to be repeated

# Export TB to Excel cont'd

**Fund Balance**

Menu Back Exit Cancel System Navigation on/off Print page formatting on/off Column freeze on/off Options / Office Integration Messages Export report Presentat

07.02.2012 14:34:06

Fund 0100A1AD09..CAV0100A1AD09..CAVC

Fiscal Period 1 to 3 Trial Balance by Fund Click Export

Year 2012 12

G/L Account	Beg Balance	Debits	Credits	End Balance
4221.0100 Unfil Cus Ord W/OAdv	76,037.99	270,482.63	79,790.52	266,
4251.0100 ReimbOtr Inc Ern Rec	9,188.29	79,790.52	0.00	88,
4252.0100 ReimbOtr IncErnColl	0.00	0.00	0.00	
4450.0100 Unapportioned Ath	0.00	0.00	0.00	
4550.0100 Int Fund Dist Recv	0.00	6,958,455.93	29,350.00	6,929,
4560.0100 Funds Available for Allotment	0.00	7,596,353.89	7,951,541.82	355,
4570.0100 Allotments Issd	0.00	277,897.96	6,851,815.96	6,573,
4580.0100 Allotments Received	0.00	18,059,890.12	11,130,784.19	6,929,
4610.0100 Allot Rresc	0.00	21,202,226.60	21,694,055.22	491,
4610.9998 Allot Rresc CM	0.00	0.00	0.00	
4650.0100 Allotments - Expired Ath	119,957,116.82	5,278,970.59	5,645,356.95	119,590,
4700.0100 Commit Prog Sub App	0.00	2,353,642.47	5,247,226.77	2,893,
4801.0100 Undel. Orders - Oblig, Unpaid	32,880,915.64-	26,890,390.68	6,494,426.91	12,484,
4802.0100 Und Ord Ob Paid/Adv	83,830.78-	231,296.22	198,201.87	50,
4871.0100 DownAdj PY UnpdObRec	0.00	4,671,979.25	0.00	4,671,
4881.0100 UpAdj PY Undel Unpd	0.00	0.00	2,548,483.36	2,548,
4901.0100 DO Ob Unpaid	3,625,734.46-	28,790,533.26	25,938,970.97	774,
4902.0100 DO Ob Paid	0.00	896,926.74	29,676,628.02	28,779,
4902.9998 DO Ob Paid CM	0.00	0.00	0.00	
4971.0100 DwnAdj PY Unpaid Rec	0.00	16.83	0.00	
4981.0100 UpAdj PY Del OrdUnpd	0.00	0.00	72,221.13	72,
<b>Proprietary</b>	<b>0.00</b>	<b>102,150,241.41</b>	<b>102,150,241.41</b>	
1010.0110 FBWT-FndCollected	1,405.00	0.00	0.00	1,
1010.0120 FBWT-FndDisbursed	81,743,011.50-	86,047.12	4,465,103.64	86,122,

# Export TB to Excel cont'd

The screenshot shows the 'Fund Balance' application interface with the 'Export To Presentation Server' dialog open.

**Export format:**

- Spreadsheet** (radio button selected) → **1) Click Spreadsheet**
- Word processing
- DBASE format
- WK1 format

**Format Figures:**

- Format figures

**Output file:**

- File name:** (highlighted with yellow background) → **2) If you know the file path, enter in text box below. Otherwise, click on the double square at the far right**

**Launch PC application:**

- Program:** (text input field)
- Open file** (radio button selected) → **3) Click Export only**
- Parameters for application
- Export only

**Settings:**

- Save entries as default values → **4) Click Green Check to continue**

**Save As Dialog:**

- Save In: **loebjm**
- Encoding: **fmi**
- File Name: **TB\_Export1.XLS**
- Files of Type: **All Files (\*.\*)**
- Buttons: **Click Save** (highlighted with red arrow), **Save**, **Cancel**

Category	Description	Value
Debit	ACTN	171,654,765.24
Credit	pp	0.00
Debit	blig, Unpaid	54,072,924.55-
Credit	dv	374,462.83-
Debit	Rec	0.00
Credit	pd	0.00
Debit		3,961,337.15-
Credit		0.00
Debit		0.00
Credit	Rec	0.00
Debit	npd	0.00